

SOLANO COMMUNITY COLLEGE

ACADEMIC PROGRAM REVIEW FACULTY COORDINATOR 40% RELEASE TIME ASSIGNMENT

DEFINITION

Under the supervision of the Vice President of Academic Affairs, and in consultation with the Academic Senate, the Academic Program Review Coordinator facilitates Academic Program Review on campus by training and supporting faculty in program review activities, chairing and facilitating meetings of the Academic Program Review Committee, and compiling feedback from Committee members into written comments/feedback for programs.

DURATION

This is a 40% reassigned time (16 hours per week) assignment, which begins January 2017 and ends June 2019.

DUTIES AND RESPONSIBILITIES

- Schedule and facilitate meetings of the Academic Program Review Committee (APRC) in compliance with the Brown Act. This includes writing agendas and minutes and timely postings;
- Assist in training faculty about program review procedures, data collection, timelines, etc.;
- Work in collaboration with the Office of Institutional Research and Planning to provide programs/discipline the data they need to complete their self-study reports;
- Provide support to discipline faculty who are completing their self-study reports;
- Sheppard discipline self-studies through the program review process. This includes ensuring: dean's feedback is submitted; faculty receive APRC feedback in a narrative and rubrics; the self-study is passed on to the VPAA for feedback, and faculty have time to make changes or submit feedback at all levels. The coordinator also calls a vote of the APRC members when the review is finished and sees that the report is published on the College website, is passed on to the Superintendent President for information, and copies are made for faculty and to store in the Office of Research and Planning;
- Read all program review self-studies and meet with APRC members to compile feedback on the reports. Write narrative of the feedback and disseminate to discipline faculty;
- Attend monthly Academic Senate meetings to provide a subcommittee report on the status of Academic Program Review Committee activities and the status of programs under review;
- Attend Assessment Committee meetings and other meetings as required;
- Active liaison to support the integrated planning process;

- Support accreditation efforts in self-study preparation and report writing related to program review;
- Assist in evaluating the effectiveness of the program review process and suggest changes as warranted;
- Evaluate the Program Review Committee and goals utilizing approved processes established by the Academic Senate.

ELIGIBILITY AND APPLICATION

All full time regular faculty are eligible to apply for this position by submitting to the Human Resource Office (Room 616) an Academic Employment Application OR current resume AND Request for Consider by the posted application deadline.

REQUEST FOR CONSIDERATION

Application Deadline: December 9, 2016

Please consider me for the **Academic Program Review Faculty Coordinator** position.

Name: _____

Position: _____

Email: _____

Phone: _____

Signature: _____