Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2017-18

Committee Name: Academic Program Review Committee

Committee Roles and Responsibilities: Provide support to faculty and administrators undergoing the program review process; provide feedback on Academic Program Review Self-Study Reports; shepherd reports through the various stages of feedback until they reach publication; make policy recommendations on the Academic Program Review processes to link more effectively with integrated planning.

ACCJC Standard(s) Addressed:

_X_ Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity
_X_ Standard II: Student Learning Programs and Support Services
___ Standard III: Resources (Human, Physical, Technology, Financial)
___ Standard IV: Leadership and Governance

Committee Members: Ferdinanda Florence (Faculty Coordinator), Chris McBride (Liberal Arts), Dmitriy Zhiv (Math/Science), Vitalis Enemmuo (Health Sciences), Maureen Powers (Social & Behavioral Sciences), Katherine (Kitty) Luce (Library/Counseling), Kevin Spoelstra (Applied Technology & Business)

Identify the initiatives/goals this committee will undertake.

Committee chairs are responsible for completing reports after dialog with committee members. Assessment of committee progress is integral to SCC's continuous improvement process.

#	Initiative / Goal	Description for this Initiative / Goal
1	Timely feedback to faculty undergoing program review	Provide feedback for all remaining School of Liberal Arts program reviews.
2	Yearly follow-up process (closing the loop)	Present yearly update forms to deans, ensure updates completed by October 30 deadline, ensure info goes to relevant coordinators and admin. Support procedures to link program review recommendations with institutional short and long-term planning.
3	Revisions to template and handbook	Revise both template and handbook in light of AT&B experience
4	Update By-Laws	Work with Academic Senate to ensure the mission and membership of the committee are accurately reflected in the Senate by-laws.
5	Create module for PR in CurricUNET	Work from the Word form to create integrated module with Assessment

Mid-Year Committee Evaluation Report for Academic Year __Dec. 2017____

Accomplished and In Progress Initiatives:

Identify the initiatives this Committee has accomplished and whether the initiative has been completed (C) or is in progress (IP) in the status column. Identify additional initiatives if applicable.

#	Initiative Undertaken, Achieved or In Progress	Status C or IP	Accomplishments/challenges for this initiative
1	Timely feedback to faculty undergoing program review	IP	English and Philosophy have not yet been submitted. All other programs are proceeding through the review process.
2	Yearly follow-up process (closing the loop)	IP	Yearly update forms sent out to deans in September, and forwarded to faculty. Due to fires and other external factors, most programs missed the October 30 deadline, and Academic Senate authorized an extended deadline to December. Support procedures to link program review recommendations with institutional short and long-term planning will be addressed by the Senate in the Spring 2018 semester.
3	Revisions to template and handbook	IP	Handbook and two-year template revised; template will be revised after AT&B programs have submitted their reports in Spring 2018.
4	Update By-Laws	IP	Will work with Academic Senate to ensure the mission and membership of the committee are accurately reflected in the Senate by-laws.
5	Create module for PR in CurricUNET	IP	Will work from the existing update form to create an integrated module with Assessment—pending implementation of PLO Assessment module

Year End Committee Evaluation Report for Academic Year _2017-2018__

Part 1 Accomplished and In Progress Initiatives:

Update the initiatives this Committee has accomplished in the corresponding academic year. For Status, please indicate **C** (completed) or **IP** (in progress). Make recommendations for the upcoming academic year where appropriate, or referrals to other committees, as applicable.

Committee chairs are responsible for completing reports after dialog with committee members. Assessment of committee progress is integral to SCC's continuous improvement process.

#	Initiative Undertaken, Achieved or In Progress	Status C or IP	Accomplishments/challenges/recommendations for this initiative
1	Timely feedback to faculty undergoing program review	IP	Reports from Applied Technology and Business programs received and reviewed, with feedback provided/to be provided by end of semester: • Aeronautics • Auto Tech • Business • Criminal Justice • Fire Tech • Office Tech AT&B reports received, but submitted too late in the semester to be reviewed in Spring: • Cosmetology • Real Estate AT&B reports not submitted for review: • Accounting • Drafting • Horticulture (abridged) • Occupational Education • Welding Delayed AT&B reports submitted last year out-of-cycle (to be reviewed at two-year point with abridged report, to be eligible for Perkins funds): • Computer Information • Mechatronics
2	Yearly follow-up process (closing the loop)	IP	Yearly update forms sent out to deans in September, and forwarded to faculty. Academic Senate authorized an extended deadline to December. Resource requests were compiled in an Excel spreadsheet in April, and sent to VPAA and all deans.

			Support procedures to link program review recommendations with institutional short and long-term planning were not addressed by administration in the Spring 2018 semester.
3	Revisions to handbook	C	Handbook revisions approved by Senate.
4	Update By-Laws	C	Updated mission and membership reflected in the Senate by-laws.
5	Revisions to template; create module for PR in CurricUNET	IP	Existing template modified to create a mock-up of the eventual CurricUNET module, to be integrated with Assessment; implementation of PLO Assessment module encountering unexpected complications and delays
6	Create standardized program review survey for faculty to administer to students	IP	Draft of survey presented to Senate on April 23; feedback will be incorporated into revised draft
7			
8			
9			
10			

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Part 2 Unaccomplished Initiatives:

Identify the initiatives this Committee has undertaken in the Fall 2016 semester that were not accomplished, please state why, what the barrier(s) were along with any recommendations to overcome the barriers.

#	Unaccomplished Initiative /Goal	Why/what were the barriers?	Recommendations	See details in the chart above
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2				
3				
4				
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6				
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Part 3: Complete Self-Assessment Narrative:

Self-Assessment

- To what degree has the committee met its roles and responsibilities?

- How can the committee improve its effectiveness in meeting these roles and responsibilities?

- How effective was the committee in completing its initiatives?

- How might the committee improve its effectiveness in regard to completing initiatives?

- How effective was the committee in impacting student success?

- How might the committee improve its effectiveness in regard to impacting student success?

- What resources are needed to assist the committee in meeting its initiatives?

Recommendations

- Provide recommendations for changing the description or composition of the committee to achieve its initiatives addressed for next year.

- What topics should be addressed by the committee next year?

- Are there additional roles or responsibilities this committee should be addressing?

- What issues, initiatives, or work has the committee identified that other committees, service areas, and/or disciplines or Schools should address next year?