Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2018-19

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	Complete feedback for remaining submitted AT&B reports; 2018-19 cycle calls for CTE 2-year updates from Math & Science
2	Advocate for integrated planning	Six-year, two-year, and yearly update program reviews should be used to close the loop for strategic planning and resource allocation; Coordinator will continue to provide summary of program review goals and priorities submitted by programs at Senate and to VPAA and Deans
3	Create module for PR in CurricUNET	Develop six-year, two-year, and yearly update program reviews
4	Create standardized program review survey for faculty to administer to students	Pending feedback from faculty and Senate, subcommittee will finalize survey; mechanisms for distribution to be determined by Senate
5	Revisit assessment schedule to eliminate doubling-up of schools for program review	Schedule is not being followed and currently there are two schools scheduled for 2019-2020 program review

6	Create mandate for sit-down meeting with PR coordinator as prerequisite for report completion	Get Senate's approval to create date-sensitive meeting time to complete the PR report.
7	Develop questionnaire for faculty in 2019-20 cycle	Social/Behavioral faculty would receive simple questionnaire in Spring 2019, so faculty can come to the meeting with Coordinator prepared to discuss data and complete the report
8	Develop report-review checklist for committee members	Checklist would aid members in reviewing reports

Mid-Year Committee Evaluation Report for Academic Year __Jan. 2019____

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	All feedback completed for submitted AT&B reports; however, a few reports have not yet been submitted. 2019-2020 cycle has been revised; will call for full/six-year review for Social/Behavioral Sciences and abridged CTE review for Health Sciences
2	Advocate for integrated planning	IP	Coordinator will work with VPAA and Strategic Plan Committee to work on IPP. Advocate for/develop revised Faculty Staffing Request Form to integrate Program Review more specifically
3	Create module for PR in CurricUNET	IP	Develop online Program Review module integrated with Assessment and Curriculum modules. Governet received PDF template in May 2018, and has made minimal progress in the "sandbox" –will not be ready for 2019-2020 cycle.
4	Create standardized program review survey for faculty to administer to students	C	Received some feedback from faculty and Senate; survey will be used in 2019-2020 cycle. Final approval needed from Senate, and mechanisms for distribution to be determined by Senate. Changes will be likely be made after 2019-20 use.
5	Revisit assessment schedule to eliminate doubling-up of schools for program review	IP	Coordinators met with Senate president to determine changes in the schedule
6	Create mandate for sit-down meeting with PR coordinator as prerequisite for report completion	IP	Create date-sensitive meeting time to complete the PR report. Template will include critical thinking questions after each section's instructions to help guide faculty discussions and to help faculty more easily complete the report
7	Modify template with critical thinking questions following each section's instructions; work on new draft of template for 2020-21	IP	As noted in Initiative 6, create helpful questions to break down the requirements of each section of the template (nonofficial, to be deleted when report is complete); modify template to incorporate new funding formula

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Year End Committee Evaluation Report for Academic Year 2018-2019 (April 8, 2019)

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	Launched 2019-2020 cycle for School of Social/Behavioral Sciences and abridged CTE review for Health Sciences; programs have received templates and surveys in order to complete report writing in Fall 2020
2	Advocate for integrated planning	IP	Senate will revise Faculty Staffing Request Form to integrate Program Review more specifically for next hiring cycle
3	Create module for PR in CurrIQnet	IP	Ongoing development of online Program Review module integrated with Assessment and Curriculum modules. Limited progress with Governet; initiative depends on whether SCC will adopt eLumen, as recommended by Committee, or extend Governet contract.
4	Create standardized program review survey for faculty to administer to students	C	Survey to be used in 2019-2020 cycle, with Qualtrex links provided by Office of Institutional Research and Planning for consistent data gathering and analysis. Handbook updated with standardized survey information.
5	Revisit assessment schedule to eliminate doubling-up of schools for program review	C	Master schedule created through cooperative efforts of Senate President and Committee Coordinators/Chairs.
6	Create mandate for sit-down meeting with PR coordinator as prerequisite for report completion	C	Senate approved meeting requirement if faculty miss December submission deadline; handbook updated to reflect new requirement
7	Modify template with critical thinking questions following each section's instructions; work on new draft of template for 2020-21	IP	Added critical-thinking/discussion prompts to break down the requirements of each section of the template (nonofficial, to be deleted when report is complete); committee will modify template to clarify instructions and address concerns raised by new funding formula

8	Modify handbook to reflect current timelines and procedures	C	Handbook modified; to be shared with Senate

Part 2 Unaccomplished Initiatives:

Identify the initiatives this Committee has undertaken in the Fall 2019 semester <u>that were not accomplished</u>, 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
1	Advocate for integrated planning	Integrated planning workshops held in Fall 2019 semester did not address mechanisms for linking assessment, program review, and resource allocation	Committee continues to advocate for integrated planning, but seeks to make small links in the absence of a systemic process (e.g., updated faculty hiring form to integrate Program Review more specifically for next hiring cycle)
2	Create module for PR in CurrIQnet	Governet module in progress but lacks the flexibility and technical features needed for effective online Program Review	Committee recommends adoption of eLumen upon the conclusion of the Governet contract.
3	Modify template with critical thinking questions following each section's instructions; work on new draft of template for 2020-21	Before making substantive changes to the template, Committee needed feedback from CTE Dean regarding State requirements for the CTE portion	As Committee awaits submission of School of Liberal Arts reports in Fall 2019, Committee will work on substantive revisions of the template.

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Part 3: Complete Self-Assessment Narrative:

- To what degree has the committee met its roles and responsibilities? The committee has successfully provided timely feedback on submitted reports, which is the central function of the committee.

- How can the committee improve its effectiveness in meeting these roles and responsibilities? The committee will update the template so that instructions are clear and specific.

- How effective was the committee in completing its initiatives? The committee effectively met the most pressing initiatives, including creating prompts to guide School of Social and Behavioral Sciences faculty in completing report-writing.

- How might the committee improve its effectiveness in regard to completing initiatives? The committee will focus in the Fall 2019 semester on supporting the School of Social and Behavioral Sciences faculty in report-writing and updating the templates (abridged and full/six-year).

- How effective was the committee in impacting student success? Reports clearly and effectively document efforts to close the loop related to student success, and information is disseminated to deans and VPAA in the program review process.

- How might the committee improve its effectiveness in regard to impacting student success? Dissemination of programmatic needs regarding student success are sent to deans and VPAA, but an integrated planning process is needed to create links to resource allocation.

- What resources are needed to assist the committee in meeting its initiatives? A clear integrated planning procedure is vital in assisting the committee to meet its initiatives. We also consider the adoption of eLumen or another platform that allows changes to the template as essential for bringing the process online.

Recommendations

- Provide recommendations for changing the description or composition of the committee to achieve its initiatives addressed for next year. The addition of a Counseling position on the committee has enhanced the strength and effectiveness of the committee; while this position is filled, the Dean (ex-officio) and School of Health (voting) positions remain unfilled.

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- **What topics should be addressed by the committee next year?** Integrated planning and the development and implementation of an online Program Review module remain essential topics for 2019-2020.

- **Are there additional roles or responsibilities this committee should be addressing?** The purview of the committee is clear and logical; no additional responsibilities are recommended at this time.

- **What issues, initiatives, or work has the committee identified that other committees, service areas, and/or disciplines or Schools should address next year?** As noted above, it is recommended that the Senate work with Administration to develop integrated planning. Also, faculty need greater support in understanding and verifying course articulation, including C-ID articulation; a process for regular checks on articulation is recommended (for example, inclusion in the Master Schedule). Dissemination of the Master Schedule across the college is also vital for transparency and timely completion of essential tasks.