Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2021-2022

Committee Name: Academic Program Review Committee

Committee Roles and Responsibilities:

The roles and responsibilities of the Academic Program Review Committee are to initiate and implement a standardized process to evaluate academic degree programs, to provide feedback on program review reports, to periodically review APR processes and make policy recommendations to the Academic Senate, and to serve as a resource for departments/programs under review.

Meeting Days/Times: 1st and 3rd Mondays, 2:30pm – 4:00pm

ACCJC Standard(s) Addressed:

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

Committee Members:

Coordinator: Rachel Purdie
Counseling/Library: Nick Cittadino
Health Science: Ginger Cain
Liberal Arts: Chris McBride
Math & Science: Dmitriy Zhiv
Applied Technology & Business: *Vacant*
Social & Behavioral Sciences: *Vacant*
Ex Officio: Sheila Hudson (Dean of HS), Andrew Wesley (Assessment Coordinator), David Williams

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	Support program faculty in Health Sciences and Counseling as they draft their reports	Exploring the option of Program Review office hours to be held weekly throughout fall 2021 and spring 2022 as needed.
2	Create an eLumen "Quick Start" program review guide for faculty unfamiliar with the new eLumen process	Some program faculty prefer a quick reference so they can dive right in; will also create a full tutorial
3	Identify and address eLumen "bugs"	Some features of eLumen's Strategic Initiatives process do not universally integrate with all Solano programs. This

Committee Goals and Self-Assessment for Academic Year 2021-2022

		academic year is a great time to identify these "bugs" as faculty and/or coordinator discover them and create work-around solutions
4	Enter abridged 2-yr templates for Applied Technology and Business for Spring 2022 reports	Also coordinate with AT&B program/dean to support them through the new process
5	Update student surveys for programs in Math & Science	Student surveys should be sent to faculty no later than mid-spring 2022 so program faculty have time to solicit student input before they begin their reports in Fall 2022.
6	Provide feedback for reports in Health Sciences and Counseling as they are submitted	New process (approved by AS in Fall 2020) required APR committee feedback before dean feedback

Mid-Year Committee Evaluation Report for Academic Year: December 2021/January 2022

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	Support program faculty in Health Sciences and Counseling as they draft their reports	IP	Coordinator regularly met with many program faculty throughout Fall 2021, and the drop-in program review "Office Hours" proved particularly effective. Most reports are in really good shape and should be submitted to APR committee for feedback by the end of January, 2021.
2	Create an eLumen "Quick Start" program review guide for faculty unfamiliar with the new eLumen process	C	The eLumen Quick Start guide was approved by the Academic Senate on 8 November, 2021
3	Identify and address eLumen "bugs	IP	This is an on-going process. Some of the issues we identified as "bugs" may not be issues with software but rather misrepresentation of what the software is measuring or assessing.

4	Enter abridged 2-yr templates for Applied Technology and Business for Spring 2022 reports	C	Template clones are created for all AT&B and SBS CTE programs, though not all templates have assigned faculty collaborators
5	Update student surveys for programs in Math & Science	C	No major modifications were made to the 2021 version of the student survey
6	Provide feedback for reports in Health Sciences and Counseling as they are submitted	IP	While coordinator has been providing ongoing feedback to HS/Counseling faculty as they complete their reports, no completed reports have been submitted as of Jan. 18, 2021
7			
8			
9			
10			

Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2021-2022

Year End Committee Evaluation Report for Academic Year: April 2022

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			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Part 2 Unaccomplished Initiatives:

Identify the initiatives this Committee has undertaken in the Fall 2020 semester <u>that were not accomplished</u>, please state why, what the barrier(s) were along with any recommendations to overcome the barriers.

See details in the chart above

#	Unaccomplished Initiative /Goal	Why/what were the barriers?	Recommendations
1	N/A		
2			
3			
4			
5			
6			
7			
8			
9			
10			

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?