Academic Program Review Committee

Program: Astronomy
Date Reviewed: 09/07/17
Resubmittal Date:

Please use these notes along with the comments from APRC members and your dean when revising this document.

General Comments: Revise formatting and add page numbers; insert appendices

1. Overview of the Program	Comments
a) Provide a brief narrative description of the current program, including the program's mission statement and the students it serves.	• Present more as an "executive summary" or "sizzle page" which emphasizes unique aspects of program and highlights program accomplishments • Identify program's biggest needs
b) Describe the degrees and/or certificates offered by the program.	•
c) Explain how the program fulfills the college's mission and aligns with the strategic initiatives. (see Appendix A)	• Add dates when discussing modernization; compare program to other institutions as point of reference
d) Discuss the status of recommendations from your previous program review.	• #8 – Include update regarding status of restrooms (i.e., Dr. Grant reported in Dean's meeting that the restrooms have reopened); link to any other facilities needs • #12 – add statement regarding proposed explanations for change success and retention rates • #14 – presenters indicated that it is difficult to find PT instructors who are qualified; include statement to that effect • For #1, 6, 11, 13, 15, 16 – indicate whether or not the program intends to pursue or to abandon the recommendation in the future
e) Describe highlights of the program's previous success and future vision.	•
Other	•

Form last revised 10.27.2016

2. Analysis of Research Data (include data provided by Institutional Research & Planning)	
Provide and <u>analyze</u> the following statistics/data	**Comments**
a) Head count of students in the program	• Add commentary regarding how program enrollment trend compares to overall enrollment at the college
b) Course grade distribution	• Elaborate on what the program can do to identify why students do not complete the course requirements and what can be done to assist them with completion. The review only states that most of the students who fail the class do so because they did not complete the course requirements.
c) Success rates (Discuss your program's rates in light of the college's success rate standard. Set a standard for your program.)	• The review identifies performance gaps among different student populations and even states the need to find ways for students to be more successful; however, review should also identify specific action the program intends to take to address the gaps (e.g., pursue Student Equity Program funds, increase SI)
d) Retention rates	
e) A comparison of success and retention rates in face-to-face classes with distance education classes	•
f) Enrollment statistics with section and seat counts and fill rates	• Carolyn P. will provide a table to include
g) Scheduling of courses (day vs. night, days offered, and sequence)	•
h) Improvement rates (if applicable)	•
i) Additional data compiled by faculty	•
j) List any related recommendations.	•

3. Curriculum Review	Comments
a) Provide the curriculum course review timeline to ensure all courses are reviewed at least once every 6 years.	•
b) Explain any course additions to current course offerings.	• Add curriculum approval dates
c) Explain any course deletions and inactivations from current course offerings.	•
d) Describe the courses and number of sections offered in distance education. (Distance education includes hybrid courses.)	•
e) Discuss how well the courses, degrees, or certificates are meeting students' transfer or career training needs:	
1. Have all courses that are required for your program's degrees and certificates been offered during the last two years? If not, has the program established a course offering cycle?	• Items F - I should actually be #1 – 4 (under item E). • Change item J to F
2. Are there any concerns regarding program courses and their articulation?	
3. How many students earn degrees and/or certificates in your program? Do students take licensure exams? If so, what is the pass rate? If few students receive degrees or certificates or if few students pass the licensure exam, should the program's criteria or courses be re-examined? Set an attainable, measurable goal	
f) List any related recommendations.	•

4. Assessment and Student and Program Learning Outcomes (SLOs & PLOs)	Comments
a) Provide a copy of your alignment grid, which shows how course, program, and institutional learning outcomes are aligned.	•
b) Provide a timeline for course and program level SLO assessments.	•
c) State the percent of course and program SLO statements that have been assessed.	• Eliminate parenthetical statement about scientific method PLOs; program will need to coordinate entry of scientific method PLOs into TracDat
d) Summarize the SLO and PLO assessment results over the past four years and describe how those results led to improved student learning. Analyze and describe those changes. Provide specific examples.	• Include any needs that are supported by assessment results (e.g., infrared cameras)
e) Describe how you have improved your SLO process and engaged in dialogue about assessment results.	•
f) Discuss any findings from SLO/PLO assessments that help to justify recommendations.	•
g) List any related recommendations.	•

5. Analysis of Student Feedback	Comments
a) Describe the results of relevant surveys in each of the following areas:	•
i. Student Support	•
ii. Curriculum	•
iii. Facilities, Equipment, and Technology	•
iv. Program Objectives	•
b) Discuss the implications of the survey results for the program.	•

c) Discuss the results of other relevant surveys.	•
d) List any related recommendations.	•

6. Facilities and Equipment	Comments
a) Describe and assess the existing program facilities and equipment.	• Consider a bullet format for lists of equipment in Planetarium and Observatory
b) Explain the immediate (1-2 years) needs related to facilities and equipment. Provide a cost estimate for each need and explain how it will help the program better meet its goals.	• Add cost estimates • Escalate any heat/air issues with safety implications to Business Office
c) Explain the long-range (2-4+ years) needs related to facilities and equipment. Provide a cost estimate for each need and explain how it will help the program better meet its goals.	• Add cost estimates • Consider Advisory Committees to develop relationships with industry partners who may be able to loan, rent, or gift equipment • Perhaps create a replacement cycle (e.g., projectors, bulbs)
d) List any related recommendations.	• Change "filtered water fountain" to "hydration station"

7. Technology and Software	Comments
a) Describe and assess the adequacy and currency of the technology and software used by the program.	•
b) Explain the immediate (1-2 years) needs related to technology and software. Provide a cost estimate for each need and explain how it will help the program better meet its goals.	• Consider any needs related to licenses and/or maintenance
c) Explain the long-range (2-4+ years) needs related to technology and software. Provide a cost estimate for each need and explain how it will help the program better meet its goals	• Consider any needs related to licenses and/or maintenance • Perhaps create a replacement cycle (e.g., laptops, monitors)
d) List any related recommendations.	•

8. Staffing	Comments
a) Describe the program's current staffing, including faculty, administration, and classified staff.	•
b) Explain and justify the program's staffing needs in the immediate (1-2 years) and long-term (2-4+ years). Provide cost estimates and explain how the position/s will help the program better meet its goals.	•
c) List any related recommendations.	•

9. Future Direction and Vision	Comments
a) Describe relevant changes within the academic field/industry. How will these changes impact the program in the next four years?	•
b) Explain the direction and vision of the program and how you plan to achieve it.	•
c) List any related recommendations.	•

10. Prioritized Recommendations	Comments
a) Provide a single, prioritized list of recommendations and needs for your program/department (drawn from your recommendations in sections 2-8). Include cost estimates and list the college strategic initiative that supports each recommendation (see Appendix A). Use the following chart format to organize your recommendations.	•
b) Explain why the list is prioritized in this way.	•