Academic Program Review Committee

Program: Chemistry
Date Reviewed: 09/28/17
Resubmittal Date:

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

General Comments: <mark>Several sections do not align with the 2017 template for Program Review (e.g., reflects previous Strategic Initiatives and ILO categories)</mark>

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.	• As this section represents an "executive summary" or "sizzle page" for the program, specify program highlights and accomplishments (e.g., state-of-the-art lab equipment, use of instructional technology as teaching tool, being an official chapter of the American Chemical Society) • Introduce program's biggest needs in this section
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)	• Perhaps organize with headings for each strategic initiative • Elaborate on the "educational services" alluded to in the program's response to how it aligns with *Strategic Initiatives A and B* ("Student Learning," "Student Success and Support") • The current *Strategic Initiative D* refers to "Community Responsiveness;" the program's narrative speaks specifically to sustainable, environmentally sensitive practices and seems to reflect a previous iteration of the college's strategic initiatives
d) Discuss the status of recommendations from your previous program review.	• For each recommendation status identified as "Incomplete" or "Partially Complete," briefly state whether/how the program intends to move forward with the recommendation

e) Describe highlights of the program's previous success and future vision.	•
Other	• Page 2 typo, middle bottom "that" should be "than"

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	• Include data for 2015-2016
b) Course grade distribution	•
c) Success rates (Discuss your program's rates in light of the college's success rate standard. Set a standard for your program.)	• Include analysis of disaggregated data • Discuss how the program intends to address any performance gaps to promote student equity
d) Retention rates	• Include analysis of disaggregated data • Discuss how the program intends to promote student equity for any student populations who are disproportionately impacted
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	•
g) Scheduling of courses (day vs. night, days offered, and sequence)	• Any analysis of fill rates by day or by time of day?
h) Improvement rates (if applicable)	• How do success rates for higher-level chemistry courses compare to success rates for introductory-level courses?
i) Additional data compiled by faculty	•
j) List any related recommendations.	• Should have something about equity and what the program is doing to address gaps

3. Curriculum Review	Comments
GENERAL: • Organize according to the template for 2017 Program Review (as provided below) • Correct typos (e.g., Line 2 of 1st paragraph – "… *were* reviewed within the last 6 years;" Line 2 of 2nd paragraph – "… due to the lack of *enrollment*."	
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.	• Describe any course additions currently under consideration (e.g., Forensic Chemistry)
c) Explain any course deletions and inactivations from current course offerings.	• P. 5 – specify title of CHEM 50 • Describe any course deletions and/or inactivations currently under consideration
d) Describe the courses and number of sections offered in distance education. (Distance education includes hybrid courses.)	• Describe the program's plans to develop courses offered via distance education (e.g., hybrid)
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?	•
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	• Need 2015-2016 data
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.	• Need to attach alignment grid • Program's response lists previous ILO categories instead of the current ILOs.
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.	•
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.	• P. 7 – Typo in last line of 1st paragraph of response ("… we will test the safety SLO *again* …")
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.	• P. 8 – Typo in first line of response ("… In the chemistry department we *assess* …")
g) List any related recommendations.	•
5. Analysis of Student Feedback	**Comments**
a) Describe the results of relevant surveys in each of the following areas:	• No survey was conducted?
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.	•
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.	•
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.	•
d) List any related recommendations.	•

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.	•
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	•
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.	•

Form last revised 10.27.2016