Academic Program Review Committee

Program: Communication Studies
Date Reviewed: 10/05/17
Resubmittal Date:

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

<mark>General Comments</mark>: Incorporate grids and tables in appropriate sections of document; throughout the document, change "&" to "and."

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, emphasize program highlights (e.g., Forensic team, program alignment with CSU lower division requirements) and accomplishments (e.g., faculty professional presentations, transfer rates, increase in AAT degrees) • Introduce program's biggest needs in this section (e.g., staffing, software upgrades)
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)	• P. 6 – Strategic Initiative #3 – Perhaps rephrase the last sentence (e.g., *"Faculty will continue to offer recommendations to division administration regarding curriculum and staffing and will collaborate to strengthen the relationship between the two entities."*) • P. 6 - Strategic Initiative #5 – Add Chris W.'s involvement on APRC, ECC guided pathways committee, and statewide academic senate
d) Discuss the status of recommendations from your previous program review.	• D #2, 3, 4, 8, 9 – For "Active" status, provide brief statement regarding what has been achieved and what remains to be accomplished. • D #7, 10 – For "On Hold" status, provide additional information regarding whether or not program intends to proceed with recommendation in future

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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 description of the student population (e.g., most full-time with transfer goal, other demographic info) and how compares to college-wide demographics)
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.)	• Carolyn P. will provide data set which includes disaggregated data • Include statement indicating how the program intends to address any identified performance gaps to promote student equity • In third paragraph, spell out the acronym
d) Retention rates	• Carolyn P. will provide data set which includes disaggregated data • Include statement indicating how the program intends to address any identified performance gaps to promote student equity
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 forward the data for inclusion in this section
g) Scheduling of courses (day vs. night, days offered, and sequence)	• Carolyn P. will forward the data for inclusion in this section
h) Improvement rates (if applicable)	•
i) Additional data compiled by faculty	•
j) List any related recommendations.	• Carolyn P. noted that the appropriate term in the guided pathways discourse may be "***Meta***-major"

3. Curriculum Review	Comments
a) Provide the curriculum course review timeline to ensure all courses are reviewed at least once every 6 years.	• Insert the course review timeline
b) Explain any course additions to current course offerings.	• Describe any course additions currently under consideration (e.g., research methods course)
c) Explain any course deletions and inactivations from current course offerings.	• Perhaps rephrase the statement regarding why courses had been deactivated (e.g., *"Some courses for which scheduled SLO assessments had not been completed or which were not approved for inclusion in the program's transfer degree have been inactivated."*)
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?	•
2. Are there any concerns regarding program courses and their articulation?	• P. 12 – Correct the error in the response to item #2 (" … with department courses at the time *of* this program review.")
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.	• Enumerate and state each in the form of a recommendation.

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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.	•
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. 14 – In item #1 at the bottom of the page, elaborate regarding how the area was challenging *for students.* • P. 15 – Midway down the page in the section titled *Analysis*, consider specifying "Limitations of Tutoring Center" in item #2 (as this was clarified in the meeting with the APRC and is implied under a subsequent heading) • P. 15 – About 2/3 of the way down the page in the section titled *Changes*, elaborate on what a tutoring center for COMS students would provide that the current writing center is not able to provide (e.g, recording capability, specialized assistance with particular kind of writing associated with Communication Studies) • P. 16-18 – It is not necessary to present each SLO and PLO statement in this section • P. 18 – Elaborate on how a COMS tutoring center would benefit ***all*** students
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.	• Include any recommendations emerging from assessment results

5. Analysis of Student Feedback	Comments
a) Describe the results of relevant surveys in each of the following areas:	**GENERAL**: Insert the data received from IRP and provide narrative analysis of the results
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.	• Incorporate the description of the rooms from P. 22 (response to item A) into this section
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.	• Continue to **ESCALATE** concerns with implications for health, safety, and privacy accordingly.
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.	• Consider any facilities and equipment needs related to the proposed tutoring center (e.g., "quiet rooms") • Consider documenting here your program's request to be included in the new building that will be constructed due to the need for larger classrooms for voice projection, etc.
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.	• Perhaps create a technical upgrade cycle or a replacement cycle for technology and software
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	• Perhaps create a technical upgrade cycle or a replacement cycle for technology and software
d) List any related recommendations.	• Chris W. suggested exploring the option of GoReact (cloud-based); iPads???

8. Staffing	Comments
a) Describe the program's current staffing, including faculty, administration, and classified staff.	• P. 25 – Perhaps rephrase the first sentence following the indented quote (e.g., *"Through its hiring and evaluation processes, the program will strengthen its commitment to maintaining a pool of part-time faculty who meet its criteria for full-time hire [e.g, areas of expertise]."*)
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.	• Develop plan for replacement of future retirees
c) List any related recommendations.	• Expanded professional development options • Consider hiring graduate students for labs and centers and grooming them for teaching positions

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.	• Elaborate on "**how** you plan to achieve" the identified direction and vision of the program (refer to responses to items #8, 9, and 10 in Section 10 – p. 30)
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.	• This list should be a prioritized list of **all** of the recommendations from the previous sections.
b) Explain why the list is prioritized in this way.	•