Academic Program Review Committee

Program: Communication Studies
Date Reviewed: 10/12/17
Resubmittal Date:

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

<mark>General Comments</mark>: Comprehensive; provides good information about the program; ITEMIZE recommendations for EACH SECTION (as on P. 26 – Staffing); use 2017 template for CTE Supplemental Questions

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" for the program, emphasize program highlights and accomplishments (e.g., ACM Int'l Collegiate Programming Contest participation, Robotics club involvement) • Introduce program's key needs and recommendations in this section (e.g., from *Facilities and Equipment*; *Technology and Software; Staffing*)
b) Describe the degrees and/or certificates offered by the program.	• Briefly note any degrees/certificates currently under consideration or being developed
c) Explain how the program fulfills the college's mission and aligns with the strategic initiatives. (see Appendix A)	• Consider listing each strategic initiative and providing a blurb for each one regarding how the program addresses the initiative; Russell S. will forward the language of the initiatives • A one to two sentence summary regarding the job outlook in the field of CS seems appropriate for the "executive summary;" otherwise, the content seems more appropriate as responses to CTE questions. • P. 6 – typo in second to last line of 1st paragraph ("… the demand surpasses *our* ability to meet …")
d) Discuss the status of recommendations from your previous program review.	• Clearly identify the status as "Completed," "On Hold," "In Progress," "Abandoned," etc. • P. 28 presents additional recommendations from 2013 – those recommendations should be included in this section

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	• Consider re-wording the second sentence of 1st paragraph ("As enrollment continues to increase, the Computer Science faculty look to increase the program's offerings.")
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 • Expand on how the program is addressing (and intends to address) any identified performance gaps to promote student equity (e.g., MESA workshops)
d) Retention rates	• Carolyn P. will provide data set which includes disaggregated data • Expand on how the program is addressing (and intends to address) any identified performance gaps to promote student equity (e.g., MESA workshops)
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)	•
h) Improvement rates (if applicable)	•
i) Additional data compiled by faculty	• The information on P. 10 under the heading "Survey Analysis" should be included in Section V – *Analysis of Student Feedback*. • P. 10 – In the second paragraph of the narrative, note that the "***vast***" majority of respondents agreed or strongly agreed • Expand on information regarding tutoring services

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	• Correct typo in second line of last paragraph ("… they were either interested *or* very interested …")
j) List any related recommendations.	• **ITEMIZE** recommendations (as on P. 26 – *Staffing*), including the need for additional tutoring
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 using the 2017 template (CCC rep or division administration can provide)
b) Explain any course additions to current course offerings.	• Describe any course additions currently under consideration
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?	•
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.	• **ITEMIZE** recommendations (as on P. 26 – *Staffing*)

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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.	• Insert updated alignment grids from SLO webpage
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.	• Provide additional detail regarding the results of SLO/PLO assessment. • P. 16 – remove references to "level of SLO/assessment implementation"
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.	• **ITEMIZE** recommendations (as on P. 26 – *Staffing*)
5. Analysis of Student Feedback	**Comments**
a) Describe the results of relevant surveys in each of the following areas:	<mark>GENERAL</mark>: This may be a more appropriate place to present the information from P. 10 ("Survey Analysis")
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. | • **ITEMIZE** recommendations (as on P. 26 – *Staffing*) |

6. Facilities and Equipment	**Comments**
<mark>GENERAL</mark>: Use the 2017 template headings (e.g., *Facilities and Equipment*); references to technology should be included in subsequent section (i.e., *Technology and Software*)	
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.	• **ITEMIZE** recommendations (as on P. 26 – *Staffing*)

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.	• **ITEMIZE** recommendations (as on P. 26 – *Staffing*) • Include Windows and Mac on instructor computer in classrooms; software updates; site licenses

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.	• **ITEMIZE** recommendations (as on P. 26 – *Staffing*)

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.	• On P. 28, replace "Vision and Plan" heading with "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.	•

CTE Supplemental Questions

<mark>GENERAL</mark>: Use 2017 template for CTE Supplemental Questions

#1 – Add information from Section 1a

#7 – Consider a regular survey of local employers to inquire about employment of program grads

#8 – Update to reflect the most recent rates

#9 - Elaborate on plans to expand the advisory committee.

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