

Academic Program Review Committee

Program: Human Development

Date Reviewed: 11/02/17

Resubmittal Date:

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

General Comments: Well-written and comprehensive; Sections 2 - 9 should each include a section for *enumerated recommendations*; consider *integrating student success stories*; for themes that are referenced throughout the document (e.g., collaboration across campus, HDEV success principles and outcomes), consider *referring the reader to pages where related content is detailed*.

1. Overview of the Program	Comments
<p>a) Provide a brief narrative description of the current program, including the program’s mission statement and the students it serves.</p>	<ul style="list-style-type: none"> • As this section represents an “executive summary” for the program, emphasize program highlights (e.g., service learning component; scholarship program; breadth of student demographics served; extensive collaboration across campus; expertise and credentials of faculty) • Introduce program’s key needs and recommendations in this section (e.g., computer lab; approve a new full-time faculty position) • Suggestion for organization: <ul style="list-style-type: none"> ○ <i>Who you are</i> – lead with 1st paragraph on p. 2; emphasize program highlights (see first bullet point) ○ <i>Where you are going</i> – summarize key elements of program’s direction/vision (e.g., p. 17, p. 48), particularly as relate to Senate Bill 1456 and ECC’s student success initiatives ○ <i>What you need to get there</i> – present the program’s needs (e.g., computer lab, new full-time faculty position)
<p>b) Describe the degrees and/or certificates offered by the program.</p>	<ul style="list-style-type: none"> •

c) Explain how the program fulfills the college's mission and aligns with the strategic initiatives. (see Appendix A)	<ul style="list-style-type: none"> • P. 10 – in the 3rd complete bullet point, specify course number for the first online course
d) Discuss the status of recommendations from your previous program review.	<ul style="list-style-type: none"> •
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	<ul style="list-style-type: none"> •
b) Course grade distribution	<ul style="list-style-type: none"> •
c) Success rates (Discuss your program's rates in light of the college's success rate standard. Set a standard for your program.)	<ul style="list-style-type: none"> • P. 23 - Incorporate any ideas regarding what contributed to the 6% increase in success average (e.g., student computer use during class).
d) Retention rates	<ul style="list-style-type: none"> •
e) A comparison of success and retention rates in face-to-face classes with distance education classes	<ul style="list-style-type: none"> •
f) Enrollment statistics with section and seat counts and fill rates	<ul style="list-style-type: none"> •
g) Scheduling of courses (day vs. night, days offered, and sequence)	<ul style="list-style-type: none"> •
h) Improvement rates (if applicable)	<ul style="list-style-type: none"> •
i) Additional data compiled by faculty	<ul style="list-style-type: none"> • P. 25 – In section regarding success rates in 3-unit vs. 1-unit courses, add a note to refer reader to the chart on p. 26 (otherwise, they may be confused if they refer to information in the previously presented chart on p. 22 which reflects the old course numbering system) • P. 25 – in 2nd to last paragraph, add a brief description of CAA
j) List any related recommendations.	<ul style="list-style-type: none"> • P. 30 – enumerate recommendations for ease of reading

3. Curriculum Review	Comments
	<p>GENERAL: Under the 1st bullet point (<i>Renumbering of HDEV courses</i>), 3-unit courses are characterized as “even numbers;” however, HDEV 115 (an odd number) is a 3-unit course.</p>
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.	•
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.	<ul style="list-style-type: none"> • P. 33 – present as enumeration recommendations for sake of consistency across sections

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.	<ul style="list-style-type: none"> • P. 36 – in the introductory narrative in the <i>Summary of SLO and PLO Results</i> section, provide a measure of the extent to which students demonstrate successful outcomes on SLO/PLO assessments (e.g., % of students who “met standard”)
b) Provide a timeline for course and program level SLO assessments.	<ul style="list-style-type: none"> •
c) State the percent of course and program SLO statements that have been assessed.	<ul style="list-style-type: none"> •
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.	<ul style="list-style-type: none"> •
e) Describe how you have improved your SLO process and engaged in dialogue about assessment results.	<ul style="list-style-type: none"> •
f) Discuss any findings from SLO/PLO assessments that help to justify recommendations.	<ul style="list-style-type: none"> •
g) List any related recommendations.	<ul style="list-style-type: none"> • P. 38 – Add enumerated recommendations (e.g., funding for speakers for retreats or texts/reading materials for attendees)
5. Analysis of Student Feedback	Comments
a) Describe the results of relevant surveys in each of the following areas:	
i. Student Support	<ul style="list-style-type: none"> •
ii. Curriculum	<ul style="list-style-type: none"> •
iii. Facilities, Equipment, and Technology	<ul style="list-style-type: none"> •

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.	• P. 42 – Add enumerated recommendations (e.g., development of service learning course)

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.	• P. 44 – Any other recommendations (e.g., resources to supplement donations for the Faculty Resource Library; development of replacement cycle for heavily used equipment)

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.	• P. 46 – Add enumerated recommendations (e.g., software for computer lab; development of cycle for renewing licenses, etc.)

8. Staffing	Comments
a) Describe the program’s current staffing, including faculty, administration, and classified staff.	<ul style="list-style-type: none"> • P. 47 – in item #7 of first paragraph, replace <i>12,000 hours</i> with 20,000 hours • P. 47 – in item #1 of second paragraph, include the current full-time to part-time ratio
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.	<ul style="list-style-type: none"> • Add the need for an additional full-time faculty position
c) List any related recommendations.	<ul style="list-style-type: none"> • Add enumerated recommendations (e.g., new full-time faculty position)
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?	<ul style="list-style-type: none"> •
b) Explain the direction and vision of the program and how you plan to achieve it.	<ul style="list-style-type: none"> •
c) List any related recommendations.	<ul style="list-style-type: none"> • P. 49 – Add enumerated recommendations (e.g., expanding learning communities and linked classes from p. 48; development of mirrored non-credit courses; certificates for “soft skills” development)
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.	<ul style="list-style-type: none"> • Add any additional recommendations from previous sections.
b) Explain why the list is prioritized in this way.	<ul style="list-style-type: none"> •