

Academic Program Review Committee

Program: Journalism

Date Reviewed: 11/16/17

Resubmittal Date:

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

General Comments: Thorough and comprehensive; in sections 2 – 9, *enumerate recommendations* based on needs identified in the previous items within the section.

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.	<ul style="list-style-type: none"> As this section represents an “executive summary” for the program, be sure to emphasize program highlights and introduce program’s key needs/recommendations (e.g., staffing) in this section.
b) Describe the degrees and/or certificates offered by the program.	<ul style="list-style-type: none"> P. 6 – Elaborate to differentiate between the AA and the AA-T degrees.
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. 7 – typo in line #2 of item 4 (Community Responsiveness) – “businesses” P. 8 – perhaps elaborate upon what is meant by “analytics” in line #5 of item 6 (Modernization) – e.g., Parse.ly, user engagement data
d) Discuss the status of recommendations from your previous program review.	<ul style="list-style-type: none"> P. 9 – consider replacing “resources” with “staff” in line #2 of item 4 <i>Status</i> P. 9 - typo in line #2 of item 4 <i>Status</i> – “modernize” P. 9 - typo in line #2 of item 6 – “news^s”
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. 11-12 – Provide statement regarding how program is addressing (or will address) any performance gaps or other equity issues, as applicable (Contact Carolyn Pineda if need disaggregated data related to success and retention rates.)
d) Retention rates	
e) A comparison of success and retention rates in face-to-face classes with distance education classes	<ul style="list-style-type: none"> • P. 12 – typo in line #4 – “suggest”
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"> • P 13 – delete last paragraph of response (“We’ve made changes to the course sequence …”)
h) Improvement rates (if applicable)	<ul style="list-style-type: none"> •
i) Additional data compiled by faculty	<ul style="list-style-type: none"> • P. 13 – typo in last line of response – “whome^e”
j) List any related recommendations.	<ul style="list-style-type: none"> • Enumerate any recommendations based on needs identified in the previous items within the section
3. Curriculum Review	Comments
a) Provide the curriculum course review timeline to ensure all courses are reviewed at least once every 6 years.	<ul style="list-style-type: none"> • P. 14 – typo in response – “times^eline”
b) Explain any course additions to current course offerings.	<ul style="list-style-type: none"> •
c) Explain any course deletions and inactivations from current course offerings.	<ul style="list-style-type: none"> • P. 14 – capitalization error in last sentence of response - “The”
d) Describe the courses and number of sections offered in distance education. (Distance education includes hybrid courses.)	<ul style="list-style-type: none"> •
e) Discuss how well the courses, degrees, or certificates are meeting students’ transfer or career training needs:	<ul style="list-style-type: none"> •

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"> • Enumerate any recommendations based on needs identified in the previous items within the section • Consider recommendation for stipends to support curriculum development (e.g., hybrid course)

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"> • Insert alignment grids
b) Provide a timeline for course and program level SLO assessments.	<ul style="list-style-type: none"> • Insert timeline
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.	<ul style="list-style-type: none"> • P. 16, J12 – typos in line #7 (“recommend”) and line #8 (“dean”) • P. 16 , J6 (2nd paragraph response) – consider replacing “they” with “the instructors” for clarity
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.	<ul style="list-style-type: none"> •
g) List any related recommendations.	<ul style="list-style-type: none"> • Enumerate recommendations • Perhaps provide description of proposed duties for instructional aide • Add any recommendations based on action items from learning assessment reports.
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	<ul style="list-style-type: none"> •
b) Discuss the implications of the survey results for the program.	<ul style="list-style-type: none"> • P. 21, item B – elaborate with reference to particular survey questions (e.g., #4)
c) Discuss the results of other relevant surveys.	<ul style="list-style-type: none"> •
d) List any related recommendations.	<ul style="list-style-type: none"> • Enumerate any recommendations based on needs identified in the previous items within the section • Elaborate regarding “other similar programs.”
6. Facilities and Equipment	Comments
a) Describe and assess the existing program facilities and equipment.	<ul style="list-style-type: none"> •
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.	<ul style="list-style-type: none"> • P. 23, item A response – typo in line #1 (“they”) and line #3 (“becomes”) • Consider replacement cycles for commonly or heavily used equipment
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.	<ul style="list-style-type: none"> • Consider replacement cycles for commonly or heavily used equipment
d) List any related recommendations.	<ul style="list-style-type: none"> • Enumerate any recommendations based on needs identified in the previous items within the section (identify any “mission critical” recs)

7. Technology and Software	Comments
a) Describe and assess the adequacy and currency of the technology and software used by the program.	<ul style="list-style-type: none"> • P. 23, item A - add “include” to the end of the first sentence in response
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.	<ul style="list-style-type: none"> • Include any software licenses, etc.
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	<ul style="list-style-type: none"> • Include any software licenses, etc.
d) List any related recommendations.	<ul style="list-style-type: none"> • Enumerate any recommendations based on needs identified in the previous items within the section (identify any “mission critical” recs) • Add on-campus news racks (from Prioritized list on P. 30) • Consider adding electrical outlets and laptop carts (?)
8. Staffing	Comments
a) Describe the program’s current staffing, including faculty, administration, and classified staff.	<ul style="list-style-type: none"> •
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"> • P. 26, item B (2nd full paragraph) – typos in line #1 (“On the administrative side ...”) and line #3 (“... third-party vendors ...”) • P. 26, typo in the last bullet item – “@-year” → “2-year” • P. 27, formatting error in 13th bullet item - “Dual Enrollment” (bold) • P. 27, typo in 13th bullet item – “department”
c) List any related recommendations.	<ul style="list-style-type: none"> • Enumerate any recommendations based on needs identified in the previous items within the section (identify any “mission critical” recs)
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.	•
c) List any related recommendations.	<ul style="list-style-type: none"> • Enumerate any recommendations based on needs identified in the previous items within the section (identify any “mission critical” recs) • Considering recommending a “department chair” model
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"> • Ensure that all recommendations enumerated in previous sections are included in the single prioritized list • P. 30 - Incorporate recommendation #3 into previous section (e.g., Curriculum) • P. 30 – Typo in item #6 (“on-campus”)
b) Explain why the list is prioritized in this way.	•

CTE Supplemental Questions:

P. 33 – spell out “PR” in line 4 of 1st paragraph of page and “AX” in line 5 in the response to item #2 - *Revenue-generating display advertising office*

P. 33 – typos in response to item #2 – *English 100* (“environment” in line 1 and line 3 of 1st paragraph; “effective” in line 2 of 2nd paragraph; “**the** full report” in line 1 of 3rd paragraph)

P. 34 – capitalization error in line 4 of response to *Cooperative Career Ed/ internship program* (“~~W~~we’ve”)

P. 34 – EC → ECC

P. 35 – consider reworking the response to *Employment Rates* (e.g., “These rates were not provided to the department, nor does ~~it~~ **the department** have the resources to track and compile them. **As** much as everyone in the program ...”)

P. 35 – typo in line 2 of the response to item #4 (“... **in the** watchdog function”)