Academic Program Review Committee

Program: Physics

Date Reviewed: 11/21/17

Resubmittal Date:

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

<mark>**General Comments**</mark>**:** 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.	• As this section represents an "executive summary" for the program, emphasize program **highlights** (e.g., increase in enrollments; performance at University Physics Competition; transfer rate)
	
	• Introduce program's **key needs**/***recommendations*** in this section (e.g., faculty hires; transfer of institutional knowledge)
	
	• Suggestion for organization:
	
	   o *Who you are* – emphasize program highlights (see first bullet point)
	
	   o *Where you are going* – summarize key elements of program's direction/vision
	
	   o *What you need to get there* – present the program's needs (e.g., staffing needs)

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. 3 – typo in line #2 of item C - "… ~~a~~ comprehensive educational programs …" • Include a blurb regarding how the program fulfills the college mission. • P. 3 – identify the clubs referenced in response to item 1 (Student Learning) • P. 3 – typo in line #1 of item 2 (Student Success and Support) – "service~~r~~s"

		• P. 3 – elaborate regarding Onizuka Space Science Day
		• P. 4 – provide examples of important acquisitions in response to item 6 (Modernization)
d)	Discuss the status of recommendations from your previous program review.	• P. 5 – include the status (e.g., "Completed," "On Hold") for recommendations #3, 4, 6, 7, 8, and 9

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	•
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.)	•
d) Retention rates	
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)	• Include a brief blurb regarding the course numbering and why improvement rates are not applicable
i) Additional data compiled by faculty	•
j) List any related recommendations.	• Include any recommendations based on needs identified in the previous items within the section • Considering streamlining recommendation #1 and rewording the last sentence (e.g., "… filled with ~~capable individuals~~ full-time faculty in order to maintain the quality of the program.")

3. Curriculum Review	Comments
a) Provide the curriculum course review timeline to ensure all courses are reviewed at least once every 6 years.	• Insert appropriate timeline
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.	• Enumerate and include any recommendations based on needs identified in the previous items within the section • P. 14 – typo in response ("**physics** 1D")

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 alignment grids

Form last revised 10.27.2016

b) Provide a timeline for course and program level SLO assessments.	• 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.	•
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.	• Enumerate recommendations • Include 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	•
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.	•

Form last revised 10.27.2016

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.	• 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.	• Consider replacement cycles for commonly or heavily used equipment
d) List any related recommendations.	• Enumerate any recommendations based on needs identified in the previous items within the section
7. Technology and Software	**Comments**
a) Describe and assess the adequacy and currency of the technology and software used by the program.	• P. 20, item C – specify how many laptops
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.	• Enumerate any recommendations based on needs identified in the previous items within the section
8. Staffing	**Comments**
a) Describe the program's current staffing, including faculty, administration, and classified staff.	• P. 21 – include current ration of full-time to part-time faculty
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.	• P. 21 – Consider rewording the 2nd sentence in the response to item B (e.g., "The adequacy ~~Quality~~ of the part time pool varies as some instructors become unavailable …")
c) List any related recommendations.	• Enumerate any recommendations based on needs identified in the previous items within the section

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?	• P. 22 – specify which "techniques"
b) Explain the direction and vision of the program and how you plan to achieve it.	•
c) List any related recommendations.	• Enumerate any recommendations based on needs identified in the previous items within the section • Consider a recommendation regarding professional development activities
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.	• Ensure that all recommendations enumerated in previous sections are included in the single prioritized list
b) Explain why the list is prioritized in this way.	• Include response to this item