**Academic Program Review Committee**

**Program: Earth Sciences (Geology, Geography, Oceanography)**

**Date Reviewed: 09/27/18**

**Re-submission Due Date: November 1, 2018**

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

* **General Comments:**  Enumerate and prioritize the recommendations based on needs identified in the previous items within the section; correct inconsistencies in format (e.g., font to Times New Roman 12 pt).

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| --- | --- |
| 1. **Overview of the Program**
 | **Comments** |
| 1. Provide a brief narrative description of the current program, including the program’s mission statement and the students it serves.
 | Expand the overview narrative:* As this section represents an “executive summary” for the program, emphasize program ***highlights*** (e.g., significant increases in success rates, meeting its goals regarding minimum rate; extensive use of “hands on” instructional methods to promote student learning)
* Introduce program’s ***key needs***/***recommendations*** in this section (e.g., digital visualization software; designated server and increased computer processing speed to support software; full-time instructor)
 |
| 1. Describe the degrees and/or certificates offered by the program.
 |  |
| 1. Explain how the program fulfills the college’s mission and aligns with the strategic initiatives. (see Appendix A)
 | * P. 6 (#3) – Include collaboration with the LRC to support student success.
 |
| 1. Discuss the status of recommendations from your previous program review.
 | * P. 7 (#5) – Select the status (i.e., Completed, Active, On Hold, Abandoned) and provide Notes/Comments regarding current status
 |
| 1. **Analysis of Research Data (include data provided by Institutional Research & Planning)**
 |
| **Provide and analyze the following statistics/data** | **Comments** |
| 1. Head count of students in the program
 |  |
| 1. Course grade distribution
 |  |
| 1. Success rates (Discuss your program’s rates in light of the college’s success rate standard. Set a standard for your program.)
 | * Emphasize significant increase in rates during this cycle
* Describe efforts the program is taking/has taken to address equity gaps and propose strategies for mitigating performance gaps for particular student populations (e.g., professional development geared toward teaching/motivating/mentoring various student populations; intentional collaboration with student support programs such as Project Success and/or particular faculty/staff with whom students may identify in terms of educational and/or other cultural experience
 |
| 1. Retention rates
 |
| 1. A comparison of success and retention rates in face-to-face classes with distance education classes
 |  |
| 1. Enrollment statistics with section and seat counts and fill rates
 |  |
| 1. Scheduling of courses (day vs. night, days offered, and sequence)
 |  |
| 1. Improvement rates (if applicable)
 |  |
| 1. Additional data compiled by faculty
 |  |
| 1. List any related recommendations.
 | * Enumerate recommendations
* P. 21 - Karen W. suggested abbreviating the recommendation statement regarding the online searchable class schedule and moving the detailed verbiage to Section 3 (Curriculum)
* Russell S. suggested including a recommendation regarding the use of ECC Connect to promote integrated student support (e.g., instructional faculty, counselors, other service providers)
 |
| 1. **Curriculum Review**
 | **Comments** |
| 1. Provide the curriculum course review timeline to ensure all courses are reviewed at least once every 6 years.
 |  |
| 1. Explain any course additions to current course offerings.
 |  |
| 1. Explain any course deletions and inactivations from current course offerings.
 |  |
| 1. Describe the courses and number of sections offered in distance education. (Distance education includes hybrid courses.)
 |  |
| 1. 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?
 |  |
| 1. Are there any concerns regarding program courses and their articulation?
 |  |
| 1. 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
 |  |
| 1. List any related recommendations.
 | * P. 26 - Related to the statement in the second to last line of response #3, perhaps add recommendation about how faculty can emphasize the importance of the transfer degree
* Consider including recommendation related to the need for full-time faculty who can be available for advising and can support the department’s efforts to increase the number of transfer degrees (particularly given the role of transfer degrees in the new funding formula).
 |
| 1. **Assessment and Student and Program Learning Outcomes (SLOs & PLOs)**
 | **Comments** |
| 1. Provide a copy of your alignment grid, which shows how course, program, and institutional learning outcomes are aligned.
 |  |
| 1. Provide a timeline for course and program level SLO assessments.
 |  |
| 1. State the percent of course and program SLO statements that have been assessed.
 |  |
| 1. 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. 27 – Before presenting the table, provide a **brief narrative summary of SLO assessment results** which includes specific examples that represent themes in the data (e.g., coordination of instructors regarding the emphasis of concepts identified as particularly essential to meeting the learning outcomes; incorporation of “hands-on” activities for concepts of which students have demonstrated less understanding in assessments).
 |
| 1. Describe how you have improved your SLO process and engaged in dialogue about assessment results.
 |  |
| 1. Discuss any findings from SLO/PLO assessments that help to justify recommendations.
 |  |
| 1. List any related recommendations.
 | * Enumerate recommendations
* Add recommendations related to the need for full-time faculty
* Include any recommendations related to specific action items from learning assessment reports (e.g., technology needs to support proposed instructional strategies)
 |
| 1. **Analysis of Student Feedback**
 | **Comments** |
| 1. Describe the results of relevant surveys in each of the following areas:
 |  |
| * + 1. Student Support
 |  |
| * + 1. Curriculum
 |  |
| * + 1. Facilities, Equipment, and Technology
 |  |
| * + 1. Program Objectives
 |  |
| 1. Discuss the implications of the survey results for the program.
 | * P. 43 - Move items (a) and (b) to the list of recommendations
 |
| 1. Discuss the results of other relevant surveys.
 |  |
| 1. List any related recommendations.
 | * Itemize the recommendations identified in item #B – (a) and (b)
* Claudia S. suggested adding a recommendation related to ongoing collaboration with the LRC to inform adequacy of library resources
* Russell S. suggested adding a recommendation related to technology needs
 |
| 1. **Facilities and Equipment**
 | **Comments** |
| 1. Describe and assess the existing program facilities and equipment.
 |  |
| 1. 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.
 |  |
| 1. 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.
 |  |
| 1. List any related recommendations.
 | * Add recommendation related to creating and maintaining a cycle for replacing instructional materials and equipment
 |
| 1. **Technology and Software**
 | **Comments** |
| 1. Describe and assess the adequacy and currency of the technology and software used by the program.
 |  |
| 1. 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.
 |  |
| 1. 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
 | * P. 46, #A – Specify the “variety of specialized programs used by faculty.”
 |
| 1. List any related recommendations.
 | * Enumerate recommendations, including:
	+ Digital visualization software
	+ Faster computers and designated server (e.g., for GIS course)
 |
| 1. **Staffing**
 | **Comments** |
| 1. Describe the program’s current staffing, including faculty, administration, and classified staff.
 |  |
| 1. 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.
 |  |
| 1. List any related recommendations.
 | * Enumerate recommendations based on needs identified in the previous items within the section (e.g., full-time instructor)
* Wherever possible, link the recommendations to results from SLO/PLO data
 |
| 1. **Future Direction and Vision**
 | **Comments** |
| 1. Describe relevant changes within the academic field/industry. How will these changes impact the program in the next four years?
 | * Further emphasize the role of GIS technology in various industries and the opportunities for the program to meet an emerging need
 |
| 1. Explain the direction and vision of the program and how you plan to achieve it.
 | * With regard to the role of GIS technology in various industries, propose strategies for positioning the program to meet industry needs (e.g., collaborating with 4-year institutions and with industry entities to develop curriculum designed to equip students with knowledge/skills that align with higher education and industry requirements; pursuing grants in partnership with 4-year institutions and industry entities
 |
| 1. List any related recommendations.
 | * Consider recommendation related to exploring previous relationships with community partners (e.g., 3-hour cruises – Terminal Island; UCLA)
* Add recommendation related to ongoing institutional support for emerging technology over the course of the next program review cycle to keep the program on par with the academic field (e.g., funding for software, hardware, equipment)
 |
| 1. **Prioritized Recommendations**
 | **Comments** |
| 1. 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 this single prioritized list
 |
| 1. Explain why the list is prioritized in this way.
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