**Academic Program Review Committee**

**Program: Music**

**Date Reviewed: 10/04/18**

**Re-submission Due Date: First week of November 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 for each section based on needs identified in the previous items within the section; adjust formatting (e.g., lower-case lettering on P. 13 under Status of Recommendations in Section 1); throughout document, eliminate reference to “overhead” projectors and refer to as simply “projectors” or “mounted projectors”

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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. | | * Given the new funding formula, provide a ***justification*** for the high number of units required for the major (e.g., do these courses represent lower division requirements for local universities?) * As this section represents an “executive summary” for the program, emphasize program ***highlights*** (e.g., employment and other activity of students who have completed Music programs) * Introduce program’s ***key needs***/***recommendations*** in this section (e.g., full-time Jazz position; proposed alignment with CSULB jazz program; proposed certificate programs and other curriculum plans) * Carolyn P. will provide ***data*** regarding number of transfer students | |
| 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. 9 (#3) – Present as narrative vs. bullet points * P. 9 (#3) – Replace “Many” with the number of songwriting students | |
| 1. Discuss the status of recommendations from your previous program review. | | * P. 11 -1 6 - Provide Notes/Comments to provide context regarding *On-Hold* or *Active* status for items #14, 15, 17-20, 26, and 28 | |
| 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 | * **Appendix A** is referenced but is not included in the document | | |
| 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.) | * Elaborate on efforts the program is taking/has taken to address equity gaps for particular student populations | | |
| 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 | * P. 19 – Replace “2a.6” with “F” in the section heading | | |
| 1. Scheduling of courses (day vs. night, days offered, and sequence) |  | | |
| 1. Improvement rates (if applicable) | * P. 19 – Describe the plan in general in this section, and move the enumerated recommendations to item #J | | |
| 1. Additional data compiled by faculty |  | | |
| 1. List any related recommendations. | * Enumerate recommendations, including from item #H * Consider recommendation related to follow-up on Equity program addressing performance gaps as referenced in previous section | | |
| 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. | * Provide context for any delays in moving forward curriculum during this program review cycle (e.g., challenges coordinating with Compton) | | |
| 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. 24, 2nd paragraph above Section 4 – Move to Section 1 (#B) as justification for proposed certificate development * Enumerate recommendations based on needs identified in the previous items within the section (e.g., full-time instructor) | | |
| 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. | | * Russell S. will forward the alignment grid |
| 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. 25 – Before referring the reader to PLO assessment results, provide a **brief narrative summary of SLO assessment results** which includes specific examples that represent themes in the data. |
| 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. | | * P. 25 – Insert lettered prompt [i.e., *F) Discuss any findings …*] before the presentation of PLO assessment information and results |
| 1. List any related recommendations. | | * Enumerate recommendations based on needs identified in the previous items within the section (e.g., full-time instructor) * Include any recommendations related to specific action items from learning assessment reports |
| 1. **Analysis of Student Feedback** | | **Comments** |
| 1. Describe the results of relevant surveys in each of the following areas: | | * P. 33, 1st paragraph – Indicate what percentage of the student population “56 students” represents |
| * + 1. Student Support | |  |
| * + 1. Curriculum | |  |
| * + 1. Facilities, Equipment, and Technology | |  |
| * + 1. Program Objectives | |  |
| 1. Discuss the implications of the survey results for the program. | |  |
| 1. Discuss the results of other relevant surveys. | |  |
| 1. List any related recommendations. | | * Add recommendation related to creating a cycle for maintenance, repair, and replacement of any equipment and/or technology referenced in other recommendations * Consider recommendation related to collaboration with Counseling and other offices to inform students about and reduce barriers related to scholarships and other opportunities within the Music program |
| 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. | | * Explicitly identify “space” in the enumerated recommendations (which should include needs identified in previous items within this section) * Add recommendation related to creating a cycle for maintenance, repair, and replacement of any facilities and equipment, as well as for renewing warranties * Link recommendations to the assessment and survey results, as applicable (e.g., need for additional practice rooms as students expressed in assessment results and student survey) * Chris H. suggested a recommendation related to the exploration of leasing equipment from industry partners |
| 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 | |  |
| 1. List any related recommendations. | | * Add recommendation related to creating a cycle for maintenance, repair, and replacement of any technology and software * Include recommendation related to renewal of licenses for technology and software |
| 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 Jazz position) * Consider recommendation to “maintain funding to support assistants” and any other currently funded positions * 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? | |  |
| 1. Explain the direction and vision of the program and how you plan to achieve it. | |  |
| 1. List any related recommendations. | | * Consider recommendation related to strengthening existing and exploring new relationships with industry partners |
| 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 * P. 46 (#7) – Emphasize any safety issues |
| 1. Explain why the list is prioritized in this way. | |  |