**Academic Program Review Committee**

**Program: RESPIRATORY CARE**

**Date Reviewed: 11/08/18**

**Re-submission Due Date: November 26, 2018**

**General Comments:** Throughout the document, remove the apostrophe in the plural forms of acronyms (e.g., SLOs, PLOs, ICUs)

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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. | * As this section represents an “executive summary” for the program, emphasize program ***highlights*** (e.g., meeting/exceeding rigorous CoARC standards, readiness for potential bachelors-level program) * Introduce program’s ***key needs***/***recommendations*** for maintaining program success (e.g., multimedia lab technology, staffing and space needs to pursue vision) * P. 3, 3rd paragraph – Insert missing word (“Do you **know** anyone who uses …”) * P. 4, last paragraph – Insert reference to CoARC report as source of data regarding employment rate |
| 1. Describe the degrees and/or certificates offered by the program. | * Incorporate statement regarding transferability of program courses to bachelors-level programs (from P. 22 – *Curriculum* E 2) |
| 1. Explain how the program fulfills the college’s mission and aligns with the strategic initiatives. (see Appendix A) | * P. 7 – Insert brief narrative regarding student success efforts and equity work |
| 1. Discuss the status of recommendations from your previous program review. | * P. 11, #6 – Correct spelling error (“**employment**”) * P. 11, #6 – APRC members inquired about usefulness of a health communications course or Medical Terminology for ESL |
| 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 | * Carolyn P. will provide information regarding where to find updated head count charts to accompany dashboards |
| 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.) | * Insert brief narratives or examples to provide context for explanations |
| 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. | * Any recommendations? |
| 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.) | * Insert missing word (“Not applicable because there are **no** distance education offerings in this program.”) |
| 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. | * Provide additional detail regarding educational styles |
| 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 SLO and PLO assessment results over the past four years and describe how results led to improved student learning. Analyze and describe changes. Provide specific examples. |  |
| 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 any *specific* recommendations based on needs identified via SLO and PLO assessments (e.g., multimedia lab technology) |
| 1. **Analysis of Student Feedback** | **Comments** |
| 1. Describe the results of relevant surveys in each of the following areas: |  |
| * + 1. Student Support | * Use language from 1st paragraph on P. 32 to provide anchors for Likert scale * Correct duplication in 2nd paragraph (“… the clinical students surveyed rated the **~~rate the~~** library …”) |
| * + 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. | * Any specific recommendations from survey data |
| 1. **Facilities and Equipment** | **Comments** |
| 1. Describe and assess the existing program facilities and equipment. | * In 3rd paragraph and in paragraph immediately following the chart on P. 32 - Insert missing word (“The program **rated** above the 70% threshold …”) |
| 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. | * Consider recommendation regarding additional space to accommodate a bachelor-level program (as this may be a future consideration given the current program’s readiness in terms of curriculum) |
| 1. **Technology and Software** | **Comments** |
| 1. Describe and assess the adequacy and currency of the technology and software used by the program. | * In 3rd paragraph - Insert missing word (“The program **rated** above the 70% threshold …”) * Second-to-last sentence of paragraph discussing NBRC – Word choice correction (“… software that is pre-made ~~is~~ **to** assist …”) * Last sentence of paragraph discussing NBRC – Word choice and punctuation corrections (“… it can be tapered **tailored** to the program**’**s educational delivery.”) |
| 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. | * Enumerate as recommendations the needs indicated in this section. |
| 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 as recommendations the needs indicated in this section. |
| 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. | * Correct typos (“Also, seek ~~form~~ **from** CoARC an**~~d~~** increase in accredited enrollment …”) * Enumerate as recommendations the needs indicated in this section. |
| 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. | * Consider re-working the 1st sentence (e.g., *“Highest priority is funding for ventilators upgrade due to changing technology in the ICUs so that students/graduates do not fall behind in training for employment post-graduation.”*) |

**2-Year CTE Review**

* P. 58, #2 – Indicate the extent to which the response reflects “distinctive components of the program” or “unique contributions” made by the program and/or its students/graduates. Emphasize any components/contributions which are unique to the region.
* P. 65, #6 – “The Program has regularly schedule**d** meetings …”
* P. 65, #6 – Provide specific examples of how input and feedback from the advisory committee have been used in the past two years to ensure employer needs are met by the program.