**Academic Program Review Committee**

**Program: SRC EDEV APE**

**Date Reviewed: 09/13/18**

**Re-submission Due Date:**

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

* **General Comments:**  Spell out acronyms and abbreviations; use **bold** for emphasis (rather than CAPS)

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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. | | * P. 6, top paragraph – Spell out “homework” (vs. HW); use bold vs. CAPS for “MULTIPLE” and “NEVER” * P. 6, top paragraph – Perhaps eliminate the second to last sentence |
| 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. 7, #4 – correct spelling in line 4 (“from”); spell out “Department” in lines 6 and 8 |
| 1. Discuss the status of recommendations from your previous program review. | | * P. 9, #4 – spell out “with” and acronym ASD * P. 9, #6 – clarify “Test Accommodations Component” in Notes/Comments * P. 9, #7 – spell out “especially” * P. 10, #14 – spell out “with” * P. 11, #16, #21 - spell out “especially” * P. 11, #17 - spell out “although” |
| 1. **Analysis of Research Data (include data provided by Institutional Research & Planning)** | | |
| **Provide and analyze the following statistics/data** | **Comments** | |
| **General comments**: For EDEV responses, provide more ***analysis*** and ***discussion*** of data. | | |
| 1. Head count of students in the program | * P. 17 – Provide more analysis and discussion (e.g., fill rates) | |
| 1. Course grade distribution | * P. 17 – Provide more analysis and discussion regarding the actual distribution of grades assigned vs. the grading method for the course | |
| 1. Success rates (Discuss your program’s rates in light of the college’s success rate standard. Set a standard for your program.) | * P. 17 - Provide more analysis and discussion of the rates (e.g., highlight courses with higher success and/or retention rates; discuss factors that potentially contribute to lower success and/or retention for courses with lower rates) * P. 17 - If there are any performance gaps for particular student populations, discuss possible explanations and describe efforts the program is taking/has taken to address any equity gaps | |
| 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) | * P. 18 – correct typo in last sentence (“… and **it** fills but there are no plans …”) | |
| 1. Improvement rates (if applicable) |  | |
| 1. Additional data compiled by faculty | * P. 25 – in first bullet point, spell out “because” * P. 25 – in second bullet point, spell out “especially” * If identifying individuals by name, provide full name | |
| 1. List any related recommendations. |  | |
| 1. **Curriculum Review** | **Comments** | |
| **General comments**:   * P. 27 – Follow up on the note to “**Check with EDEV Faculty and Gary Greco**,” then delete note from document * P. 27 and P. 30 , in item #1 under *Special Course Repeat Petition*, correct typo (“the student’s success **in** other classes …”) * P. 28 – insert table number * P. 29 – spell out Adapted Physical Education in the first reference | | |
| 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. 29 – spell out “Department” | |

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| 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. 33 - spell out acronym *ID* |
| 1. Describe how you have improved your SLO process and engaged in dialogue about assessment results. | * P. 33 – spell out acronym *ID* |
| 1. Discuss any findings from SLO/PLO assessments that help to justify recommendations. |  |
| 1. List any related recommendations. |  |
| 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. |  |
| 1. Discuss the results of other relevant surveys. |  |
| 1. List any related recommendations. |  |
| 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. |  |
| 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. 44 – spell out acronym *AAPs* |
| 1. List any related recommendations. |  |
| 1. **Staffing** | **Comments** |
| 1. Describe the program’s current staffing, including faculty, administration, and classified staff. | * P. 45 – correct spelling of “Development” |
| 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. |  |
| 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? | * P. 47 – Provide narrative response to this item |
| 1. Explain the direction and vision of the program and how you plan to achieve it. | * P. 47 – Provide narrative response to this item |
| 1. List any related recommendations. | * P. 47 – Provide response to this item |
| 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. | * P. 47 – Provide **cost estimates** for each item and **indicate the Strategic Initiative** with which the specific recommendation aligns |
| 1. Explain why the list is prioritized in this way. | * P. 47 - Provide response to this item |