**Academic Program Review Committee**

**Program: WELDING**

**Date Reviewed: 10/25/18**

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

* **General Comments:**  Emphasize program highlights (e.g., gainful employment of program completers, increase in enrollment and success rates) and identify program needs (e.g., equipment updates, staffing needs).

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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., employment rate among program completers [from p. 68], Strong Workforce Silver Star distinction)
* Introduce program’s ***key needs***/***recommendations*** in this section (e.g., updated equipment, staffing and space needs due to increased enrollment)
 |
| 1. Describe the degrees and/or certificates offered by the program.
 | * P. 4 – Insert **A.S. Degree Requirements** heading before “At least 50 percent of the major requirements …”
* P. 4, 5, 6 – When detailing the program requirements, express as “50%” rather than “50 percent” for consistency in format throughout document
* Perhaps include the number of degrees and certificates awarded
* Briefly clarify how the program brought the units for the certificate into alignment with the degree (as described during APRC meeting)
* Briefly reference the program’s intent to convert Certificates of Accomplishment to Certificates of Achievement (with detail in *Curriculum* section)
 |
| 1. Explain how the program fulfills the college’s mission and aligns with the strategic initiatives. (see Appendix A)
 |  |
| 1. Discuss the status of recommendations from your previous program review.
 | * P. 11 - Emphasize as safety issues (e.g., #1, 2, 3)
 |
| 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
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| 1. Course grade distribution
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| 1. Success rates (Discuss your program’s rates in light of the college’s success rate standard. Set a standard for your program.)
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| 1. Retention rates
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| 1. A comparison of success and retention rates in face-to-face classes with distance education classes
 | * Add brief statement about program’s consideration of hybrid delivery for courses without lab components (with detail in *Curriculum* section)
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| 1. Enrollment statistics with section and seat counts and fill rates
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| 1. Scheduling of courses (day vs. night, days offered, and sequence)
 |  |
| 1. Improvement rates (if applicable)
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| 1. Additional data compiled by faculty
 |  |
| 1. List any related recommendations.
 | * P. 22, #3 – Typo in last sentence (“… we **will** close the skills gap …”)
 |
| 1. **Curriculum Review**
 | **Comments** |
| 1. Provide the curriculum course review timeline to ensure all courses are reviewed at least once every 6 years.
 | * P. 22 – In the chart, should Welding 1B be scheduled for 2-Year Review in the 2019-2020 academic year? If not, please explain as that is the timeline for the other courses in the chart.
 |
| 1. Explain any course additions to current course offerings.
 | * P. 23 – Provide brief narrative regarding “In Progress,” as referenced in the chart (e.g., “… these certificates currently exist as Certificates of Accomplishment and are being converted to Certificates of Achievement …”).
* P. 23, B – Correct the typo in 2nd paragraph (Fall **2014**)
 |
| 1. Explain any course deletions and inactivations from current course offerings.
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| 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. 27, #4 – Reference the program’s consideration of a technical writing course, as described on P. 48
 |
| 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.
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| 1. Provide a timeline for course and program level SLO assessments.
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| 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.
 |  |
| 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.
 |  |
| 1. **Analysis of Student Feedback**
 | **Comments** |
| 1. Describe the results of relevant surveys in each of the following areas:
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| * + 1. Student Support
 |  |
| * + 1. Curriculum
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| * + 1. Facilities, Equipment, and Technology
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| * + 1. Program Objectives
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| 1. Discuss the implications of the survey results for the program.
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| 1. Discuss the results of other relevant surveys.
 |  |
| 1. List any related recommendations.
 | * Add reference to Gary Medina (Access Services Librarian) to the recommendation related to collaboration with Library to identify resources for students
 |
| 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.
 | * Emphasize when a particular recommendation has appeared in (a) previous program review(s).
* Per discussion in meeting with APRC, reference the program’s intent to move forward with contacts at Northrop Grumman and SpaceX regarding equipment use and other partnership opportunities
* Perhaps follow up with ITS regarding purchase of laptop carts (NOTE: Program reported having been informed previously that there was a moratorium on such expenditures)
* Include recommendation about creating a cycle for maintenance, repair, and replacement related to facilities 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
 |  |
| 1. List any related recommendations.
 | * Include recommendation related to creating a cycle for maintenance, repair, and replacement of any technology and software (including license renewal)
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| 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.
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| 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?
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| 1. Explain the direction and vision of the program and how you plan to achieve it.
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| 1. List any related recommendations.
 |  |
| 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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**2-Year CTE Review**

* P. 65, #1 – Correct typo (**7.8%**)
* Update names on the Advisory Committee membership roster
* Consider ways to enhance Advisory Committee with members from companies which have hired program completers