Academic Program Review Committee

Program: AUTO COLLISION REPAIR AND PAINTING (ACRP)

Date Reviewed: 09/19/19

Re-submission Due Date: By October 14, 2019

1. Overview of the Program	Comments
a) Provide a brief narrative description of the current program, including the program's mission statement and the students it serves.	• Perhaps include list of donors and donation amounts in an appendix; feel free to identify donors as "Anonymous" as indicated
b) Describe the degrees and/or certificates offered by the program.	
c) Explain how the program fulfills the college's mission and aligns with the strategic initiatives. (see Appendix A)	
d) Discuss the status of recommendations from your previous program review.	• Clearly specify the status for each goal (e.g., "on hold," "abandoned," "in progress") • Item 2b – Provide a brief explanation regarding why the advisory committee advised against NATEF certification; if discretion is required, a vague statement is sufficient (e.g., "For a variety of reasons, the 2019 advisory committee advised against NATEF certification and will focus on goals of higher priority at this time.")

2. Analysis of Research Data (include data provided by Institutional Research & Planning)	
Provide and <u>analyze</u> the following statistics/data	**Comments**
a) Head count of students in the program	• 2nd paragraph after the chart – Insert word ("… with the **future** addition of online-only classes …"
b) Course grade distribution	• Add the *4-Year Average* data to the chart

c)	Success rates (Discuss your program's rates in light of the college's success rate standard. Set a standard for your program.)	• Include breakdown of success and completion rates by various demographics, as provide in program review data set (Carolyn P. will e-mail link to Program Review dashboard)
d)	Retention rates	• Add narrative based on analysis of disaggregated data; be mindful to note explicitly if any sample sizes were too small for meaningful analysis of disaggregated data • Discuss any identified performance gaps and/or equity issues based on data analysis, as well as how the program does or will address such gaps/issues
e)	A comparison of success and retention rates in face-to-face classes with distance education classes	
f)	Enrollment statistics with section and seat counts and fill rates	• Add data (from program review data set) and discussion regarding fill rates
g)	Scheduling of courses (day vs. night, days offered, and sequence)	
h)	Improvement rates (if applicable)	
i)	Additional data compiled by faculty	
j)	List any related recommendations.	• Perhaps a recommendation to identify alternate ways to assess for student experiences of inequity within the program (e.g., student survey responses, focus groups) • Consider curricular and/or instruction-related recommendations that may address any accessibility issues or equity gaps
3. Curriculum Review		**Comments**
a)	Provide the curriculum course review timeline to ensure all courses are reviewed at least once every 6 years.	
b)	Explain any course additions to current course offerings.	
c)	Explain any course deletions and inactivations from current course offerings.	

d)	Describe the courses and number of sections offered in distance education. (Distance education includes hybrid courses.)	
e)	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?	
	2. Are there any concerns regarding program courses and their articulation?	
	3. 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.	• In response to the comment about the uncertainty regarding the accuracy of the data from Institutional Research and Planning (IRP) and the Chancellor's Office, Carolyn P. clarified that IRP data is correct • Carolyn P. will consult with Lillian Justice (Registrar) regarding any data related to Certificates of Accomplishment
f)	List any related recommendations.	• Add recommendation regarding plans for online course delivery • Consider recommendation for division to continue pursuing grant funding for previously identified APRC needs
4. Assessment and Student and Program Learning Outcomes (SLOs & PLOs)		**Comments**
a)	Provide a copy of your alignment grid, which shows how course, program, and institutional learning outcomes are aligned.	
b)	Provide a timeline for course and program level SLO assessments.	
c)	State the percent of course and program SLO statements that have been assessed.	
d)	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.	

e) Describe how you have improved your SLO process and engaged in dialogue about assessment results.	
f) Discuss any findings from SLO/PLO assessments that help to justify recommendations.	
g) List any related recommendations.	• Frame as recommendations any of the SLO Actions presented in item 4d (specify that the recommendations come directly from SLO assessment)

5. Analysis of Student Feedback	Comments
a) Describe the results of relevant surveys in each of the following areas:	
i. Student Support	
ii. Curriculum	
iii. Facilities, Equipment, and Technology	
iv. Program Objectives	
b) Discuss the implications of the survey results for the program.	
c) Discuss the results of other relevant surveys.	
d) List any related recommendations.	• Add any recommendations from internship survey (e.g., incorporate field trips) • Add recommendation to collaborate with Institutional Research and Planning (IRP) to develop customized student survey for ACRP

6. Facilities and Equipment	Comments
a) Describe and assess the existing program facilities and equipment.	• **ESCALATE** any health/safety concerns to campus offices of Risk Management and Health/Safety
b) 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.	

c) 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.	
d) List any related recommendations.	• Add general recommendation to follow up on the short- and long-term needs identified in previous responses • Add recommendation related to creating a cycle for maintenance, repair, and replacement of any facilities and equipment (including the renewal of warranties)
7. Technology and Software	**Comments**
a) Describe and assess the adequacy and currency of technology and software used by program.	
b) 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.	
c) 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	
d) List any related recommendations.	• Enumerate recommendations based on short- and long-term needs identified in previous responses • Add recommendation related to creating a cycle for maintenance, repair, and replacement of technology and software (including renewal of licenses).
8. Staffing	**Comments**
a) Describe the program's current staffing, including faculty, administration, and classified staff.	
b) 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 position/s will help program better meet its goals.	
c) List any related recommendations.	• Enumerate recommendations

9. Future Direction and Vision	Comments
a) Describe relevant changes within the academic field/industry. How will these changes impact the program in the next four years?	• **INSERT** the name of the lawsuit in the paragraph regarding *Liability and OEM Repair Procedures* • Spell out the acronym "OEM"
b) Explain the direction and vision of the program and how you plan to achieve it.	
c) List any related recommendations.	• Perhaps articulate recommendations based on responses to previous items in this section (e.g., develop "dedicated class and stackable certificate in metals;" integrate scanning and documentation training throughout curriculum; "integrate more I-CAR certifications into the curriculum" • Add recommendation for industry liaison, identifying it as critical to program's ability to maintain success as a competitive career education program in the region

10. Prioritized Recommendations	Comments
a) 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
b) Explain why the list is prioritized in this way.	

ADD 2-Year CTE Review