

## Academic Program Review Committee

**Program: CHILDHOOD EDUCATION**

**Date Reviewed: 10/03/19**

**Re-submission Due Date: By October 28, 2019**

1. Overview of the Program	Comments
<p>a) Provide a brief narrative description of the current program, including the program's mission statement and the students it serves.</p>	<ul style="list-style-type: none"> <li>• Ensure that response constitutes an <b>executive summary</b> which addresses: 1) who you are, 2) what you do, and 3) where you're headed and what you need to get there</li> <li>• Emphasize impressive program completion rates (e.g., #1 in certificates), particularly in light of Chancellor's Office <i>Vision for Success</i></li> <li>• Emphasize program's responsiveness to SLO/PLO assessment results and improvements in instructional approaches and assessment process</li> <li>• 1<sup>st</sup> sentence of 1<sup>st</sup> paragraph - Replace the number of students with an unduplicated head count from Carolyn P.</li> <li>• Under heading titled <b>Impact of the Closing of the ECC Child Development Center</b> <ul style="list-style-type: none"> <li>○ Re-order the two purposes, presenting "to serve as a lab school ..." as the first purpose</li> <li>○ Specify the year when the Center was closed</li> </ul> </li> <li>• Above the paragraph beginning "The Department strongly recommends that the college ...," add a heading titled <b>Recommendation to Reinstate an ECC Child Development Center</b> to highlight and emphasize the importance of this particular recommendation</li> <li>• Under the new heading referenced above, add verbiage to outline how a Center would meet critical program needs and provide other benefits to the college:           <ul style="list-style-type: none"> <li>○ By providing a much-needed early childhood education site to meet overwhelming student demand for observation and practicum</li> </ul> </li> </ul>

	<p>placement, the Center would increase the program’s capacity to offer advanced coursework which it has been unable to offer due to inability to locate a sufficient number of observation/practicum opportunities to support students in the course</p> <ul style="list-style-type: none"> <li>○ Due to the limited options regarding local observation and practicum sites for ECC Childhood Education students, the hands-on training experience is less robust and ultimately impacts the type of employment for which students may be deemed by potential employers as qualified. Having a campus-based Center permits a level of quality control necessary to ensure student access to training experiences that optimally prepare them for gainful employment</li> <li>○ Reinstating a Child Development Center is critical to the program’s ability to remain competitive against peer programs (e.g., SMC, LBCC) which have campus-based lab schools [insert specs related to Santa Monica College’s new state-of-the art center]</li> </ul>
<p>b) Describe the degrees and/or certificates offered by the program.</p>	
<p>c) Explain how the program fulfills the college’s mission and aligns with the strategic initiatives. (see Appendix A)</p>	<ul style="list-style-type: none"> <li>● Strategic Initiative D – Include examples of “formal agreements and partnerships ...”</li> <li>● As warranted, incorporate information from discussion regarding previous relationship with Boeing</li> </ul>
<p>d) Discuss the status of recommendations from your previous program review.</p>	<ul style="list-style-type: none"> <li>● <i>General feedback</i> - Provide brief explanation for previous recommendations with “On Hold” or “Abandoned” status</li> <li>● <i>Item #7</i> - Perhaps indicate as “Partially Completed” with brief explanation</li> <li>● <i>Item # 12</i> - Perhaps add “Ongoing” to status, as software will need to be updated on an ongoing basis</li> </ul>

<b>2. Analysis of Research Data (include data provided by Institutional Research &amp; Planning)</b>	
<b>Provide and <u>analyze</u> the following statistics/data</b>	<b>Comments</b>
a) Head count of students in the program	
b) Course grade distribution	
c) Success rates (Discuss your program's rates in light of the college's success rate standard. Set a standard for your program.)	<ul style="list-style-type: none"> <li>• Correct the timeframe for success and retention data presented in these sections; per Carolyn P., the program review dashboard data represent 2017-2018 academic year</li> <li>• Include breakdown of success and retention rates by various demographics, as provide in program review data set (contact Carolyn P. for any assistance regarding Program Review data dashboard)</li> <li>• 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</li> <li>• 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</li> </ul>
d) Retention rates	
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	
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.	<ul style="list-style-type: none"> <li>• Perhaps add recommendation(s) related to how the program will identify and address any performance gaps among students and/or other equity issues</li> </ul>
<b>3. Curriculum Review</b>	<b>Comments</b>

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?	<ul style="list-style-type: none"> <li>Add statement regarding how having to suspend CDEV 126 offerings potentially impacts student employability</li> </ul>
2. Are there any concerns regarding program courses and their articulation?	<ul style="list-style-type: none"> <li>Explicitly state that the program is identifying solutions to address the issue of the "<b>continually over-enrolled course</b>"</li> </ul>
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.	
f) List any related recommendations.	
<b>4. Assessment and Student and Program Learning Outcomes (SLOs &amp; PLOs)</b>	<b>Comments</b>
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.	
<b>5. Analysis of Student Feedback</b>	<b>Comments</b>
a) Describe the results of relevant surveys in each of the following areas:	
i. Student Support	<ul style="list-style-type: none"> <li>• <b>Teacher Resource Room</b> – Perhaps add brief sentence explaining who <b>SuperTutors</b> are and how they are selected.</li> <li>• <b>Key Findings Related to the Permit Specialists</b> – rework the first sentence in 2<sup>nd</sup> paragraph (e.g., “Data provided in the table below indicate the number of students from the ECC and Compton campuses that the current Permit Specialist assisted in obtaining or upgrading a Child Development Permit in the 2018-2019 academic year.”)</li> </ul>
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.	<ul style="list-style-type: none"> <li>• Based on the 63% of students who did not understand the process for completing pre-approved professional</li> </ul>

	<p>growth activities (P. 31, item 5 a ii), perhaps add a recommendation regarding how the program intends to address this issue</p> <ul style="list-style-type: none"> <li>• Consider a recommendation to include focus groups as a venue for collecting student data</li> </ul>
<b>6. Facilities and Equipment</b>	<b>Comments</b>
a) Describe and assess the existing program facilities and equipment.	
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.	
<b>7. Technology and Software</b>	<b>Comments</b>
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	<ul style="list-style-type: none"> <li>• Perhaps add general information regarding the cost (total cost; no need for breakdown) and specs (e.g., square footage) for a peer college's lab school as a point of reference for potential cost of reinstating a Child Development Center at ECC</li> </ul>
d) List any related recommendations.	<ul style="list-style-type: none"> <li>• Restate the recommendations from sections <i>b</i> and <i>c</i> in this section</li> </ul>
<b>8. Staffing</b>	<b>Comments</b>
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.	<ul style="list-style-type: none"> <li>• P. 40, 8b - If the program does not consider the Faculty Coordinator position a sufficient option, perhaps remove the bold headings related to the position as it otherwise has the effect of emphasizing the idea of a faculty coordinator to the casual reader</li> <li>• Perhaps explicitly state that the program has identified the need for designated program leadership in the form of a classified professional (or whatever you all have decided) rather than a re-assigned faculty member</li> </ul>
c) List any related recommendations.	
<b>9. Future Direction and Vision</b>	<b>Comments</b>
a) Describe relevant changes within the academic field/industry. How will these changes impact the program in the next four years?	
b) Explain the direction and vision of the program and how you plan to achieve it.	
c) List any related recommendations.	<ul style="list-style-type: none"> <li>• Emphasize how the full-time Program Specialist would meet needs addressed in other recommendations emerging from program review (e.g., outreach to potential industry partners; working with students to clarify the professional development activities process)</li> </ul>
<b>10. Prioritized Recommendations</b>	<b>Comments</b>
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.	<ul style="list-style-type: none"> <li>• Ensure that <b>all</b> recommendations enumerated in previous sections are included in this single prioritized list</li> </ul>
b) Explain why the list is prioritized in this way.	