

Academic Program Review Committee

Program: Film/TV

Date Reviewed: 10/24/19

Re-submission Due Date: By November 19, 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.	<ul style="list-style-type: none"> This "executive summary" should not only include program highlights but also identify significant program needs (e.g., computers which can support large professional file formats such as 4K video) and emerging opportunities
b) Describe the degrees and/or certificates offered by the program.	<ul style="list-style-type: none"> P. 3 – Update the last sentence based on the information Kevin O'Brien presented during the 10/24 meeting (e.g., that the division is currently working with the curriculum office to resume the process for state-level approval of the AS-T)
c) Explain how the program fulfills the college's mission and aligns with the strategic initiatives. (see Appendix A)	<ul style="list-style-type: none"> Address each initiative separately Incorporate "immediate needs" from P. 4 into Section (a).
d) Discuss the status of recommendations from your previous program review.	<ul style="list-style-type: none"> The committee discussed the need to further investigate the matter related to funds that were not allocated.
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	
b) Course grade distribution	<ul style="list-style-type: none"> Include Course Distribution charts
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"> Elaborate regarding "ethnic group performances" that "follow well known campus patterns" (e.g., specify patterns) Describe how the program does or will address performance gaps
d) Retention rates	<ul style="list-style-type: none"> Include breakdown of retention rates by various demographics, as provided in program review data

	<p>dashboard</p> <ul style="list-style-type: none"> • 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	
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"> • Perhaps add recommendation(s) related to how the program will identify and address any performance gaps among students and/or other equity issues (e.g., <i>“Consult with Office of Student Equity regarding the development of strategies for addressing student performance gaps and improving completion and retention rates.”</i>)
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.	
f) List any related recommendations.	
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.	<ul style="list-style-type: none"> • Explicitly state the percent of SLO and PLO statements that have been assessed for the program
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.	<ul style="list-style-type: none"> • Provide a brief statement summarizing the results of the assessment of student learning (e.g., "SLO/PLO assessment results demonstrate that students meet the standard of assessment for 30%/most/all of the SLO statements for the courses offered in the program.")
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.	<ul style="list-style-type: none"> • Include any recommendations based on analysis of SLO/PLO outcomes assessment (e.g., instructional materials and/or other support to achieve and maintain successful outcomes)
5. Analysis of Student Feedback	Comments
a) Describe the results of relevant surveys in each of the following areas:	NOTE: As the program did not conduct a student survey for the program review, the committee recommended contacting Carolyn Pineda to collect data that can be included in the final version of the Program Review draft.
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.	<ul style="list-style-type: none"> • Add recommendation to collaborate with Institutional Research and Planning (IRP) to develop a student survey to include in the next program review (e.g., to collect student data to support the demand for additional section offerings and the need for exposure to more modern and updated technology)
6. Facilities and Equipment	Comments
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.	<ul style="list-style-type: none"> • As the matter of the unallocated funds will be further investigated by the Vice President of Academic Affairs, perhaps revise the reference to the funding in the first sentence of this response.
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.	<ul style="list-style-type: none"> Explicitly state recommendations which reflect the needs identified in Sections (b) and (c), particularly a recommendation related to the storage and security of current inventory.
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.	<ul style="list-style-type: none"> Explicitly state recommendations which reflect the needs identified in Sections (b) and (c), particularly a recommendation to purchase computers capable of handling the large file formats so that the program can actually use the 4K cameras and be able to “teach contemporary digital cinema workflow as practiced in the industry.”
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.	<ul style="list-style-type: none"> Explicitly state recommendations which reflect the needs identified in Section (b).
9. Future Direction and Vision	Comments

<p>a) Describe relevant changes within the academic field/industry. How will these changes impact the program in the next four years?</p>	<ul style="list-style-type: none"> • As it is stated in the program review document that “THE MOST IMPORTANT DATA IN THIS REVIEW IS ATTACHED AS APPENDIX D,” provide a summary of the highlights and “take-aways” from the document in Appendix D.
<p>b) Explain the direction and vision of the program and how you plan to achieve it.</p>	
<p>c) List any related recommendations.</p>	<ul style="list-style-type: none"> • Identify specific recommendations (that may be actionable given budgetary constraints) for advancing the program toward its vision.
<p>10. Prioritized Recommendations</p>	<p>Comments</p>
<p>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.</p>	<ul style="list-style-type: none"> • Ensure that <i>all</i> recommendations enumerated in previous sections are included in this single prioritized list
<p>b) Explain why the list is prioritized in this way.</p>	<ul style="list-style-type: none"> • Perhaps present in bullet format for ease of reading