

## Academic Program Review Committee

**Program:** History

**Date Reviewed:** November 14, 2019

**Re-submission Due Date:** By the end of Fall 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>• Consider this section as an <b>executive summary</b> which addresses: 1) <i>who you are</i>, 2) <i>what you do</i>, and 3) <i>where you're headed and what you need to get there</i></li> <li>• Add as a highlight the improvement in success rates among African American students</li> <li>• P. 3 – 2<sup>nd</sup> line of Mission statement – consider “is designed to” instead of “seeks to”</li> <li>• P. 3 – Intro 3<sup>rd</sup> paragraph with “The department has shown growth ...” or something along those lines; also spell out “Academic Year” (vs. “AY”)</li> <li>• P. 3 – Provide examples of “skills” referenced in the paragraph beginning “All courses offered by ...”</li> <li>• P. 3 – Substantiate the statement about “recent trends in medical and business school admissions suggest ...”</li> <li>• P. 4 (2<sup>nd</sup> sentence of 1<sup>st</sup> paragraph) – “... were well represented ...” to “... <b>are</b> well represented ...”</li> <li>• P. 4 (1<sup>st</sup> sentence of 2<sup>nd</sup> paragraph) - Clarify what “doing public history” means (for a non-historian audience)</li> <li>• P. 4 (3<sup>rd</sup> paragraph with heading “Current needs”) – consider using the term “<b>positions</b>” instead of “lines” when referring to faculty.</li> <li>• P. 4 (3<sup>rd</sup> paragraph with heading “Current needs”) – emphasize areas for which program encounters difficulty staffing (e.g., World History)</li> </ul>
<p>b) Describe the degrees and/or certificates offered by the program.</p>	<ul style="list-style-type: none"> <li>• P. 4 (2<sup>nd</sup> sentence of 1<sup>st</sup> paragraph) – correct spelling (“<b>ethnic</b>”)</li> <li>• Highlight the number of degrees and certificates</li> </ul>

	awarded in this section
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"> <li>• P. 6 – SI #2 (Student Equity Reenvisioned) – in item #1, “disaggregated”</li> <li>• P. 6 – SI #2 – provide brief description of the population served when referring to “Project Success”</li> <li>• P. 7 – SI #3 – “... to address <b>relevant</b> issues <b>relevant</b> ...”</li> <li>• P. 7 – SI #3 – provide concrete examples of faculty representation on campus committees and initiatives</li> <li>• P. 7 – SI #4 – provide examples of <b>how</b> program designs programming to ‘best serve the campus and surrounding communities’ needs”</li> </ul>
d) Discuss the status of recommendations from your previous program review.	<ul style="list-style-type: none"> <li>• Perhaps use headings to group related or duplicate recommendations (e.g., #4, #8, #12)</li> <li>• Use status of “Ongoing,” as applicable</li> </ul>

**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	
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>• P. 11 (2<sup>nd</sup> sentence in #2) – Perhaps “<i>The department’s interview process is designed to ensure that we hire faculty ...</i>”</li> <li>• Consider table or chart to highlight improvement in success rates (some “great stuff” is buried in the narrative)</li> </ul>
d) Retention rates	
e) A comparison of success and retention rates in face-to-face classes with distance education classes	<ul style="list-style-type: none"> <li>• P. 13 - Consider re-phrasing the last sentence of the 1<sup>st</sup> paragraph (e.g., “... <i>less than 10% of students have interest in online history courses <b>which may be due to perceptions regarding the effectiveness of the online format.</b></i>”</li> </ul>

f) Enrollment statistics with section and seat counts and fill rates	<ul style="list-style-type: none"> <li>Carolyn P. can provide higher resolution graphics</li> </ul>
g) Scheduling of courses (day vs. night, days offered, and sequence)	<ul style="list-style-type: none"> <li>Carolyn P. can provide higher resolution graphics</li> <li>P. 16 - Missing word in 2<sup>nd</sup> to last sentence of response (“world <b>history</b>”)</li> </ul>
h) Improvement rates (if applicable)	
i) Additional data compiled by faculty	<ul style="list-style-type: none"> <li>This section does not refer to any additional data compiled by faculty; perhaps it is better served in section J as a brief lead in to the enumerated recommendations</li> </ul>
j) List any related recommendations.	<ul style="list-style-type: none"> <li>P. 17 – consider re-phrasing the last sentence in #3 as <i>“The faculty have concerns that the scoring of AP exams may not be rigorous enough to ensure that students are prepared for the skills-based expectations of student performance in the History program at ECC.”</i></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:	<ul style="list-style-type: none"> <li>Chris G. noted that program will be inactivating the local AA degree</li> </ul>
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>Note here that program has had challenges staffing for World History and has had to hire part-time faculty who are not experts in the area</li> </ul>

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.	
<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.	<ul style="list-style-type: none"> <li>• Add a brief statement regarding assessment results in general (e.g., are students generally meeting the standard, any content areas for which students continue to struggle to demonstrate their learning); highlight successes and areas of need</li> </ul>
e) Describe how you have improved your SLO process and engaged in dialogue about assessment results.	<ul style="list-style-type: none"> <li>• [During the meeting, an internal template for the department was referenced and it was noted that faculty in process of revising SLO statements – perhaps mentioned that here]</li> </ul>
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	<ul style="list-style-type: none"> <li>• Add percentages of agreement to substantiate the</li> </ul>

of the following areas:	narrative claims <ul style="list-style-type: none"> <li>Emphasize the percentage of students who expressed interest in World History</li> </ul>
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.	
<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.	<ul style="list-style-type: none"> <li>Add recommendation related to creating a cycle for maintenance, repair, and replacement of any facilities and equipment (including the renewal of warranties).</li> </ul>
<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.	<ul style="list-style-type: none"> <li>P. 25 - Add "... <i>on a regular cycle</i>" to the first identified need beginning "Have IT test classroom computers ...":</li> </ul>
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"> <li>Add recommendation related to creating a cycle for maintenance, repair, and replacement of technology and software (including renewal of licenses).</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.	
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.	
<b>10. Prioritized Recommendations</b>	<b>Comments</b>

<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>	
<p>b) Explain why the list is prioritized in this way.</p>	