Academic Program Review Committee

Program: Life Sciences

Date Reviewed: November 7, 2019

Re-submission Due Date: by end of Fall 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.	• Add statement about vision to expand to a degree program • "Plant the seed" for any recommendations in this narrative
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)	• P. 4 – SI #5 – Expand with general statement about how assessment results have been used or what needs have been identified • P. 4 – SI #6 – Provide examples of the technology and note that this is an area needing additional support
d) Discuss the status of recommendations from your previous program review.	• P. 4 – Rec. #1 – Provide brief explanation regarding loss of cadavers. **Emphasize any health and safety issues here.** • P. 5 – Rec. #7 – Tie in to SLO assessment and performance benchmarks • P. 5 – Rec. #8 – Add Notes/Comments to provide context for why abandoned. Perhaps add a recommendation to consult with curriculum chair and curriculum analyst

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.)	• P. 7 – Table 3 - Add brief narrative to address the drop in success rate in ANAT 34A (e.g., part-time instructor assignments) • Expand on equity gaps and the program's efforts to address them
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)	• P. 11 – Table 8 – Confirm percentages
h)	Improvement rates (if applicable)	
i)	Additional data compiled by faculty	
j)	List any related recommendations.	• Perhaps recommendation to consult with Institutional Research and Planning to develop survey to assess student need and interest regarding additional lab time
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.)	• Elaborate regarding the rationale for discontinuing hybrid offerings • Consider a recommendation to consult with the Distance Education office regarding strategies for facilitating active student engagement online

e) Discuss how well the courses, degrees, or certificates are meeting students' transfer or career training needs:	• Elaborate regarding interest in developing a transfer degree geared toward preparing students for research
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.	
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.	• Perhaps further summarize the results to emphasize the highlights • Articulate the program's extensive focus on assessment
e) Describe how you have improved your SLO process and engaged in dialogue about assessment results.	• Elaborate on what faculty think about the relationship between assessment and student success
f) Discuss any findings from SLO/PLO assessments that help to justify recommendations.	

g) List any related recommendations.	• Enumerate the recommendations
5. Analysis of Student Feedback	**Comments**
a) Describe the results of relevant surveys in each of the following areas:	• Consider using additional visuals (e.g., charts, graphs) to accompany or replace text
i. Student Support	
ii. Curriculum	
iii. Facilities, Equipment, and Technology	
iv. Program Objectives	
b) Discuss the implications of the survey results for the program.	• Reiterate the need to leverage alternate delivery methods
c) Discuss the results of other relevant surveys.	• P. 25 – Figure 6 – Add the actual percentage values to the narrative.
d) List any related recommendations.	• Perhaps a supplemental survey (e.g., condensed, focused questions)
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.	• Frame needs and recommendations as "mission critical," where applicable (e.g., essential to prepare students for industry expectations when completing clinicals)
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.	• Perhaps a recommendation to consult with other programs (e.g., Nursing, Respiratory Care) for validation regarding concrete skills that clinical sites expect students to have
d) List any related recommendations.	
7. Technology and Software	**Comments**
a) Describe and assess the adequacy and currency of technology and software used by program.	• Highlight the technology needs and emphasize the benefits of investing in instructional technology (e.g.,

	Comments
	online educational resources at lower cost to students may help close equity gaps; lower maintenance costs with web-based lab materials)
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.	
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.	
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?	
b) Explain the direction and vision of the program and how you plan to achieve it.	
c) List any related recommendations.	• Enumerate recommendations
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.	• Rec. #7 - If the ventilation system poses any health/safety issues, collaborate with division Dean to **escalate** to Risk Management • Provide at least a "ball park" cost estimate
b) Explain why the list is prioritized in this way.	