Academic Program Review Committee

Program: CADD

Date Reviewed: 12-8-16

Resubmittal Date:

Please use these notes along with the comments from APRC members and your dean when revising this document.

General Comments: Title Page add names, program, division

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 program highlights, 1-2 pages to brag about students success, jobs, uniqueness of program in the area-strongest in CATIA, perhaps a brief history, highlight CATIA, comparison to other colleges, jobs of students after program
b) Describe the degrees and/or certificates offered by the program.	• Narrative describing certificates, stacking, contact Carolyn in IR for any needed data
c) Explain how the program fulfills the college's mission and aligns with the strategic initiatives.	• See attachment this section
d) Discuss the status of recommendations from your previous program review.	• Add In Progress, Completed, Abandoned,
e) Describe highlights of the program's previous success and future vision.	• History, other highlights not included in section a, great group of PTrs need a FT position! No other programs or vocational schools, need more tutors

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	• Discuss trends, why, In section 2 try and describe data so reader can understand the numbers in the following sections.
b) Course grade distribution	• Any narrative to clarify would be helpful
c) Success rates (Discuss your program's rates in light of the college's success rate standard. Set a	• Narrative discussing reasons, justify FT?

standard for your program.)	
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.	• Full time faculty will improve many of the sections in this area

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.	• Explain CADD 43 and different prerequisites
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.	•
d) Summarize the SLO and PLO assessment results over the past four years and describe how those results led to improved student learning. Analyze and describe those changes. Provide specific examples.	• Explain that just now becoming sustainable and can now see patterns of improvement
e) Describe how you have improved your SLO process and engaged in dialogue about assessment results.	• Discussions between faculty?

f) Discuss any findings from SLO/PLO assessments that help to justify recommendations.	• 3d Printers?, tutors
g) List any related recommendations.	•

5. Analysis of Student Feedback	Comments
a) Describe the results of relevant surveys in each of the following areas:	• Narrative explaining results, findings and areas of possible improvements • Mention FT staff, printers, software??, tutors
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.	•

6. Facilities and Equipment	Comments
a) Describe and assess the existing program facilities and equipment.	• Recently upgraded to … which..
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.	• Need hardware upgrades periodically such as … • PLM, benefits
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.	•

7. Technology and Software	Comments
a) Describe and assess the adequacy and currency of the technology and software used by the program.	• Need upgrades such as … on a replacement cycle. If don't have then 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.	• Mention "mission critical" needs
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.	• Narrative explaining numbers and justification for FT, ratio of PT to FT, School wide is … we are …
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 the position/s will help the program better meet its goals.	• Retirees? Difficulty in finding qualified PTrs
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?	• Tech, software, FT faculty, Tutors

b) Explain the direction and vision of the program and how you plan to achieve it.	•
c) List any related 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.	• Reorder putting FT faculty first. In CTE section list members and include advisory board minutes
b) Explain why the list is prioritized in this way.	•