Academic Program Review Committee

Program: Sociology
Date Reviewed: October 20, 2016
Resubmittal Date: 11/20/2016

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

General Comments: Any needs? Be sure to add your technology, tutors, and software needs in your prioritized recommendations.

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.	• Consider this section an executive summary; condense a little more and make highlights stand out (brag about the great things in your program). • Pg. 4, third paragraph: Mention that the rise is due to the AAT. • Mention that classes fulfill multiple IGETC and CSU requirements (D3 and D10, Area 3 and B4).
b) Describe the degrees and/or certificates offered by the program.	• Do universities have pre-requisites for their second course?
c) Explain how the program fulfills the college's mission and aligns with the strategic initiatives. (see Appendix A)	•
d) Discuss the status of recommendations from your previous program review.	• Have IR double check SOC 107 grades in 2012.

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.)	•
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.	•

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.	• Pg 29: Mention that the pre-requisite for SOC 104 is met by taking SOC 101. • Be sure to change the SI Coaches to two.

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	•

Form last revised 8.15.2014

examples.	
e) Determine and discuss the level your program has attained in the SLO rubric in Appendix B. (Awareness, Developmental, Proficiency, or Sustainable Continuous Quality Improvement)	•
f) Describe how you have improved your SLO process and engaged in dialogue about assessment results	•
g) List any related recommendations.	•

5. Analysis of Student Feedback	Comments
a) Describe the results of relevant surveys.	• •
b) Discuss the implications of the survey results for the program.	•
c) List any related recommendations.	•

6. Facilities and Equipment	Comments
d) Describe and assess the existing program facilities and equipment.	• •
e) 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.	•
f) 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.	•
g) 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.	•
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	• Include the need for a lab if/when the research class is approved. Ask Fine Arts dept. (Kevin O'Brian recently got one for Film) what they spent on recently opened labs.
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 the position/s will help the 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.	• •

Form last revised 8.15.2014

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.	• Consider adding an IT Tech person for just your department • Add the need for a department chair and how much release time should be granted • Add lab from Section 7 (Technology and Software)
b) Explain why the list is prioritized in this way.	•