

Academic Program Review Committee

Program: Electronics and Computer Hardware Technology

Date Reviewed: October 29, 2015

Resubmittal Date: November 24, 2015

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

General Comments: Reinforce recommendations at the end of each section. State why other programs closed and we didn't (we survived because we have a better program; we survived The Great Recession, etc.). Need to make a loud argument with Foundation for funds for license exams for students (especially since we are trying to push degrees and certs that lead to jobs).

| 1. Overview of the Program | Comments |
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| 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"> • Strengthen first few paragraphs (mention needs & strengths) • Make overview a 2-page executive summary (bullet points & narrative); a lot of useful/interesting info missing. Need to emphasize that we are the only program left west of 57 fwy. |
| b) Describe the degrees and/or certificates offered by the program. | <ul style="list-style-type: none"> • |
| 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"> • |
| d) Discuss the status of recommendations from your previous program review. | <ul style="list-style-type: none"> • Combine the two sections of Status of Recommendations from Previous Program Review (pg 6 & 7). • Include that program needs assistance with grant writing (mention more than once); currently missing out on many grants that can greatly improve program. |

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| | <ul style="list-style-type: none"> • Include that courses have same rigor as those in universities, desirable by organizations. |
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| 2. Analysis of Research Data (include data provided by Institutional Research & Planning) | |
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| Provide and <u>analyze</u> the following statistics/data | Comments |
| a) Head count of students in the program | <ul style="list-style-type: none"> • Discuss industry mandates of obtaining some college education (certificates and associate degrees); Boeing currently requiring degree, Northrop to follow. Good to display knowledge of industry trends. Highlight that program is in touch with industry through advisory committees, etc. • Discuss need for PACE program if applicable • Discuss possibility for Credit by Exam based on experience |
| b) Course grade distribution | <ul style="list-style-type: none"> • |
| 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"> • Include a blurb of success rates in relation to institutional standard. |
| d) Retention rates | <ul style="list-style-type: none"> • |
| e) A comparison of success and retention rates in face-to-face classes with distance education classes | <ul style="list-style-type: none"> • |
| f) Enrollment statistics with section and seat counts and fill rates | <ul style="list-style-type: none"> • |
| g) Scheduling of courses (day vs. night, days offered, and sequence) | <ul style="list-style-type: none"> • |
| h) Improvement rates (if applicable) | <ul style="list-style-type: none"> • |
| i) Additional data compiled by faculty | <ul style="list-style-type: none"> • |
| j) List any related recommendations. | <ul style="list-style-type: none"> • Grammatical errors in this section will be sent separately. |

| 3. Curriculum Review | Comments |
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| a) Provide the curriculum course review timeline to ensure all courses are reviewed at least once every 6 years. | <ul style="list-style-type: none"> • |
| b) Explain any course additions to current course offerings. | <ul style="list-style-type: none"> • • |
| c) Explain any course deletions and inactivations from current course offerings. | <ul style="list-style-type: none"> • P.22 midway down page, complete paragraph with “were inactivations.” |
| d) Describe the courses and number of sections offered in distance education. (Distance education includes hybrid courses.) | <ul style="list-style-type: none"> • |
| e) Discuss how well the courses, degrees, or certificates are meeting students’ transfer or career training needs: | <ul style="list-style-type: none"> • Include that courses have same rigor as those in universities, desirable by organizations (and also include this in overview) |
| 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"> • |
| 2. Are there any concerns regarding program courses and their articulation? | <ul style="list-style-type: none"> • |
| 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 | <ul style="list-style-type: none"> • |
| f) List any related recommendations. | <ul style="list-style-type: none"> • |

| 4. Assessment and Student and Program Learning Outcomes (SLOs & PLOs) | Comments |
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| 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. | • Be sure to highlight program needs discovered as a result of SLOs (tie in common needs or actions). |
| 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 |
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| a) Describe the results of relevant surveys. | • • |
| b) Discuss the implications of the survey results for the program. | • |
| c) List any related recommendations. | • Specify that student feedback regarding facilities pertains to new building, not old. |

| 6. Facilities and Equipment | Comments |
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| d) Describe and assess the existing program facilities and equipment. | <ul style="list-style-type: none"> Specify that student feedback regarding facilities pertains to new building. |
| 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. | <ul style="list-style-type: none"> Include those things that maybe safety concerns and highlight them as such. |
| 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. | <ul style="list-style-type: none"> |
| g) List any related recommendations. | <ul style="list-style-type: none"> Consider including a breakdown of funds allocated for new equipment Include equipment requests verbatim from PRP (in italics) Include that community has interest in investing in program (example from Edison donating \$105k) Reiterate specific needs (pg 32) |

| 7. Technology and Software | Comments |
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| a) Describe and assess the adequacy and currency of the technology and software used by the program. | <ul style="list-style-type: none"> Discuss internet connectivity issues |
| 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"> |
| 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 | <ul style="list-style-type: none"> |
| d) List any related recommendations. | <ul style="list-style-type: none"> |

| 8. Staffing | Comments |
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| a) Describe the program's current staffing, including faculty, administration, and classified staff. | <ul style="list-style-type: none"> • Consider including recent approval for additional faculty |
| 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. | <ul style="list-style-type: none"> • |
| c) List any related recommendations. | <ul style="list-style-type: none"> • Include that tutor's hours were reduced |

| 9. Future Direction and Vision | Comments |
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| a) Describe relevant changes within the academic field/industry. How will these changes impact the program in the next four years? | <ul style="list-style-type: none"> • |
| b) Explain the direction and vision of the program and how you plan to achieve it. | <ul style="list-style-type: none"> • |
| c) List any related recommendations. | <ul style="list-style-type: none"> • Telecommunications should be included at end (pg 34) |

| 10. Prioritized Recommendations | Comments |
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| 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. | <ul style="list-style-type: none"> • Include more things here (a lot missing), such as the telecommunications cert. and any safety concerns • Highlight what is needed to maintain and, in a separate section, what is needed for growth. • Punctuation on pg 42 (quote and period) |
| b) Explain why the list is prioritized in this way. | <ul style="list-style-type: none"> • |