

Academic Program Review Committee

Meeting Notes

Thursday October 3, 2013

1:00-2:00p.m. – Admin 127

Committee Members Present: Bob Klier, Janet Young, Chris Gold, Chris Wells, Chris Jeffries, Josh Rosales

Faculty/Program Representatives Present: Peter Doucette, Amy Grant, Jean Shankweiler

Committee Recommendations – 2013 Chemistry Program Review

i. General Comments

- Use the 2013 version of the Program Review template. Some items will need to be included or relocated in order to follow the template. APRC has provided a list of missing items.
- Include recommendations at the end of each section. At the end include the comprehensive and prioritized list of recommendations.
- Consider embedding demonstrated needs for Department Chair in relevant sections such as student success, curriculum, facilities, etc.

1. Overview of the Program

- Provide program mission statement (1a).
- Relocate degree/certificate information (1b).
- Summarize and relocate program fulfillment of college mission and alignment with Strategic Initiatives (1c).
- Add/relocate information that demonstrates unique nature of program (i.e. high standards, needed preparation by students, anecdotal praise of the program).

2. Analysis of Research Data

- Include head count (2.a.1).
- Include course grade distribution (2.a.2).
- Include day & evening section breakdown along with any student participation numbers by time of day (2.a.7).
- Make explicit the recommendation for tutoring and/or SI in this section and highlight any influence this has had on success rates in the past.
- Select a success rate standard (“floor”) (2.a.3).
- Acknowledge and analyze significant shifts in retention rates (i.e. 87% to 60.9%) (2.a.4).
- Contact IRP to track improvement rates (2.a.8).
- Clearly state any recommendations (2.b).

3. Curriculum

- Make clear any recommendations regarding full-time faculty in relation to curricular needs.
- Research if ECC did offer a Consumer Chemistry class (page 10).
- Make course additions (page 10) a clear recommendation and connect to faculty/staffing needs and any space/hybrid class needs, findings, issues. Clarify whether new courses fulfill CSU-GE.
- Discuss pre-requisites in relation to math and other sciences.
- Set a goal for number of degrees.

4. Assessment and Student and Program Learning Outcomes (SLOs & PLOs)

- Provide copy of alignment grid (4a).
- Provide timeline of SLO and PLO assessments (4b).
- Clarify how SLOs are different for individual courses to demonstrate, for instance, how more complex skills are assessed in higher-level courses.

5. Facilities and Equipment

- Describe relocate text regarding current facilities to before list of needs.
- Provide examples for “miscellaneous” (#11) or refer to program plan items.
- Divide needs into 1-2 year and 3-4 year ranges.

6. Technology and Software

- Include brief overview before list of needs.
- If applicable, include projected recurring costs v. one-time costs.
- Divide needs into 1-2 year and 3-4 year ranges.

7. Staffing

- Include \$90,000 - \$100,000 for full-time faculty.
- Make clear recommendations in this section and at section’s end.
- Recommendation for department chair does not appear on prioritized list. Would this be a dollar amount or reassigned time? If program believes a department chair is unlikely in current model, would a faculty coordinator be an appropriate idea to consider?
- Include note that department chair was also requested in prior Program Review.

8. Future Direction and Vision

- Based on committee comments, some material in this section might relocate to earlier sections.

9. Prioritized Recommendations

10. CTE Review (if applicable)

Revised Chemistry Program Review document will be submitted to the APRC by Friday November 1, 2013.