Academic Program Review Committee

Program: Music
Date Reviewed: November 20, 2014
Resubmittal Date: January 30, 2015

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

General Comments:

- Thank you for very good work on this document.
- Perhaps describe Society for Music Club early in the document so later references are clear.
- Non-major courses seem to be somewhat neglected in curriculum and program narrative areas. Include these Music Appreciation-type courses in relevant areas of discussion if possible.
- Include course title along with course number the first time course is mentioned. Perhaps simply include catalog pages as an appendix.
- At times, numbering in the document diverges from template numbering/lettering. Try to follow template numbering. For instance, Section 5: Analysis of Student Feedback remarks seem to be embedded in Section 2: Analysis of Data, instead of included in a separate Section 5 Your Section 5 skips ahead to the SLO/PLO section which should be Section 6. You may have been following an old template. http://www.elcamino.edu/administration/vpaa/program_review/ProgramReviewMaterials2014.pdf

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.	- Check "Numbers need to be updated" comment in parentheses on page 3. - Question regarding whether Music 101 fulfills any GE area requirements – is this accurate? - Revisions to the AA degree are made on page 4 should show up as a Recommendation in the Curriculum section of the program review.

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)	
d) Discuss the status of recommendations from your previous program review.	

2. Analysis of Research Data (include data provided by Institutional Research & Planning)

Provide and analyze the following statistics/data	Comments
a) Head count of students in the program	• In the future, IRP can assist with providing correct data for fill rates for concurrently enrolled courses. Contact IRP for any data issues or needs. (IRP can also assist with student survey process and materials if program wishes to acquire student feedback.) These fill rate comments, if following the template, would belong in 2.f. • Unclear/missing percentage comparison for males v. females in program (3rd paragraph, page 7, in parentheses).
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	• Question about what is meant more precisely by "more diversity and greater quality" of library materials.
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.)	• If pertinent, mention additional DE course possibilities.
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	• 2-year window for a degree does seem difficult for students, as this document notes, but the intended 10 degrees per academic year is reasonable.

certificates or if few students pass the licensure exam, should the program's criteria or courses be re-examined? Set an attainable, measurable goal	• Mention again intention to revise local AA degree with embedded AA-T within it. Present this as a recommendation in 3.f. and in prioritized list at the end.
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.	• Information for PLO assessments should be here rather than with 4.f. • Include relevant observations from course SLO assessments (e.g. Music Laboratory SLO information).
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)	• State which level the program is at on the ACCJC rubric. Is the program at the Sustainable Continuous Quality Improvement level? If so, summarize how the program fulfills these items.
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.	• This material seemed to be embedded in Section 2. If possible, relocate to proper section.
b) Discuss the implications of the survey results for the program.	

c) List any related recommendations.	

6. Facilities and Equipment	Comments
a) Describe and assess the existing program facilities and equipment.	• Detail "safety concerns" on page 23.
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.	
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.	• Side note: is leasing of certain instruments a possibility? Program could consider presenting administration with a regular repair and/or replacement plan.
d) List any related recommendations.	• Consider breaking apart large instrument recommendation into several smaller, prioritized ones. Cary any changes over to final prioritized list.

e) Technology and Software	Comments
a) Describe and assess the adequacy and currency of the technology and software used by the program.	• Strengthen description of lab as under-utilized so recommendation regarding lab monitor is clear and supported. Also relates to discussion of curricular aspect of Theory courses incorporating technology, etc. Are numbers of lab usage available?, etc.
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.	• Clarify of costs for these items are one-time or ongoing.

f) Staffing	**Comments**
a) Describe the program's current staffing, including faculty, administration, and classified staff.	• Describe clearly how each area needs accompanists and how this relates to recommendation for hiring full-time accompanist. Address potential argument of whether part-time accompanists would allow for greater scheduling flexibility than your requested full-time accompanists. Address how other program responsibilities for full-time accompanist would work better than part-timers.
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.	

g) 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.	

h) 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.	• See preceding comments involving recommendations in specific template sections.
b) Explain why the list is prioritized in this way.	