Program Review Committee Recommendations

Program: Physics   Date Reviewed: Nov. 14, 2013
Resubmittal Date: Dec 6, 2013 by 4:00 pm
Email to jyoung@elcamino.edu and rklier@elcamino.edu

General Comment: Use the current template. Many of the questions will be answered/addressed once the template is used. Use the headings listed in the template.

1. Overview of the Program	Comments/Recommendations
a) Provide a brief narrative description of the current program, including the program's mission statement and the students it serves.	Provide an overview. Include number of students overall. You may also wish to discuss the program you support. Include mention of the AA-T
b) Describe the degrees and/or certificates offered by the program.	Include this information and the number of degrees awarded.
c) Explain how the program fulfills the college's mission and aligns with the strategic initiatives. (see Appendix A)	Include this information
d) Discuss the status of recommendations from your previous program review.	Use the terminology in the template to describe the status of previous recommendations - completed, active, on hold, abandoned?

2. Analysis of Research Data (include data provided by Institutional Research & Planning)	
a) Provide and <u>analyze</u> the following statistics/data.	**Comments**
1. Head count of students in the program	
2. Course grade distribution	
3. Success rates (Discuss your program's rates in light of the college's success rate standard. Set a standard for your program.)	State your standard 52.5 Mention the Division Standard
4. Retention rates	
5. A comparison of success and retention rates in face-to-face classes with distance education classes	
6. Enrollment statistics with section and seat counts and fill rates	
7. Scheduling of courses (day vs. night, days offered, and sequence)	
8. Improvement rates (if applicable)	
9. Additional data compiled by faculty	
b) List any related recommendations.	You mentioned considering recency requirements. You may wish to include this. Considering renumbering courses.

3. Curriculum Review and discuss the curriculum work done in the program during the past four years, including the following:	
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.	Discuss that Phys 13 was inactivated and why.
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 for future degrees, certificates, and/or licensure pass rates.	
f) List any related recommendations.	You mentioned considering recency requirements. You may wish to include this. Considering renumbering courses after the CID numbers are developed by the State (2A is the first Physics course).

4. **Assessment and Student and Program Learning Outcomes (SLOs & PLOs)**	
a) Provide a copy of your alignment grid, which shows how course, program, and institutional learning outcomes are aligned.	Include the current SLO Grid
b) Provide a timeline for course and program level SLO assessments.	Use only the SLO Title and Number (remove the actual statement from the timeline.)
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.	Expand on this area with more 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)	Remove all CurricuNET Screen Shots. Just state your level of profiency within the narrative.
f) Describe how you have improved your SLO process and engaged in dialogue about assessment results	
g) List any related recommendations.	

5. **Facilities and Equipment**	
a) Describe and assess the existing program facilities and equipment.	Include the headings . Fix numbering. See Jean for ranking.
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.	
d) List any related recommendations.	Use the needs of the shop (water and gas) as a recommendation.

6. **Technology and Software**

a) Describe and assess the adequacy and currency of the technology and software used by the program.	Explain the computer and software needs in this section.
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.	

7. Staffing	
a) Describe the program's current staffing, including faculty, administration, and classified staff.	Use the heading and add more detail for this section.
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.	

8. Future Direction and Vision	
a) Describe relevant changes within the academic field/industry. How will these changes impact the program in the next four years?	Use the heading. Expand on this section.
b) Explain the direction and vision of the program and how you plan to achieve it.	Move the information from the bottom of page 22 beginning with Continue to offer… to this section. Expand on this section.
c) List any related recommendations.	

9. Prioritized Recommendations	
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.	Make sure that everything on this list was also listed within the appropriate section.

It was suggested to remove #2 Continue to assess PLOs and SLOs…
Include recommendations 7, 8, and 9 in staffing |
| b) Explain why the list is prioritized in this way. | See Jean for this list. |