Academic Program Review Committee

Program: Film/Video
Date Reviewed: November 5, 2015
Resubmittal Date: November 25, 2015

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

General Comments: Want to make sure info not redundant with CTE, but good to emphasize via rewording.

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.	•
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.	• Increase in supply funds enough? Rephrase to read need was "partially met" (pg 3); ok to mention need more funds.

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	•

Form last revised 8.15.2014

c)	Success rates (Discuss your program's rates in light of the college's success rate standard. Set a standard for your program.)	• Good to mention above standard success rate (top of pg 6). • Move Section E to under F (pg 6).
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.	• Make sure to not be redundant with CTE.

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.	• Verify clear explanation as to why course was added in this section.
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.	•

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.	• This is old grid. Replace with updated one from SLO website.
b) Provide a timeline for course and program level SLO assessments.	• Add timeline instead of explanation (see R. Serr or SLO website for assistance).
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.	•
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.	• List recommendations from "Actions" on pg. 20. • Add SLO info from TracDat to support program needs.

5. Analysis of Student Feedback	Comments
a) Describe the results of relevant surveys.	• None, work with Carolyn Pineda to add in.
b) Discuss the implications of the survey results for the program.	•
c) List any related recommendations.	• Student responses may reveal more space needed; see C. Pineda for student survey.

6. Facilities and Equipment	Comments
d) Describe and assess the existing program facilities and equipment.	• Emphasize lack of space in efforts to expand program; will hopefully have input in design of new building. Need to emphasize specific square footage needed here. Add blurb regarding LA City College's facilities.
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.	• Mention that Music 1 conversion is doable with CTEA grant funds. Be specific.
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.	• Consider a pilot program offsite to offer students better facilities sooner (e.g. Rawley). • Add need for designated parking for grip truck.

	• Make a stronger case due to being in planning stage of new building design.

7. Technology and Software	Comments
a) Describe and assess the adequacy and currency of the technology and software used by the program.	• Pg 23: reference Advisory Committee and give justification.
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.	•

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?	•

Form last revised 8.15.2014

b) Explain the direction and vision of the program and how you plan to achieve it.	•
c) List any related recommendations.	• Add much more to this section; mention impacted majors in many other schools and the demand for this major in Southern California.

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.	• List the 5-6 main recommendations at the end of as many sections as possible. Consider requesting a studio so that all recommendations are included in that main request.
b) Explain why the list is prioritized in this way.	• Add CTE info after this section.