

# Academic Program Review Committee

Program: Foreign Languages

Date Reviewed: 12/12/13

Resubmittal Date: Friday December 20

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

General Comments:

- Thank you for completing an outstanding program review.
- We have a 12/5, 12/8, and now 12/10 version of the draft.
- A copy of a table to be inserted on page 12 was distributed.

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.	<ul style="list-style-type: none"> <li>• Also mention Chinese major program information found in paragraph 3 (page 1) in Curriculum section.</li> </ul>
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. <u>Analysis of Research Data</u> (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	<ul style="list-style-type: none"> <li>• Remove Annual Program Participation table on page 5. Page 7 table will suffice.</li> <li>• Fill rates are low when compared to other college programs. Expand discussion beyond fees to account for possible factors. (If fees were a significant factor, we would see an effect in all programs, which is not the case.) Consider whether the low fill rates in intermediate classes are a result of them not having IGETC approval.</li> <li>• Consider adding IGETC approval recommendation for these courses.</li> </ul>
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.)	<ul style="list-style-type: none"> <li>• Clarify on page 8 that the 72.4% success average supplied by IRP included all semesters but the program numbers you cite use fall semester only figures.</li> </ul>
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>b) List any related recommendations.</b>	<ul style="list-style-type: none"> <li>Relocate this explanation (not a recommendation) to start of this IRP Data section so data analysis has proper context.</li> </ul>

<b>3. Curriculum</b> 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.	
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.	
<b>f) List any related recommendations.</b>	

<b>4. Assessment and Student and Program Learning Outcomes (SLOs &amp; PLOs)</b>	
a) Provide a copy of your alignment grid, which shows how course, program, and institutional learning outcomes are aligned.	<ul style="list-style-type: none"> <li>Provide updated version of SLO alignment grid prior to posting to website of final program review draft.</li> </ul>
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.	<ul style="list-style-type: none"> <li>Include additional explanation and/or analysis of teaching, curricular, and SLO process actions taken as well as any resources requested as a result of SLO (and, if applicable, PLO) assessment results. <ul style="list-style-type: none"> <li>You noted: FL Lab requests, changes to assessment processes (i.e. assessment leader, exit exam usage, differentiating between European and Asiatic</li> </ul> </li> </ul>

	languages, etc.)
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	
<b>g) List any related recommendations.</b>	

<b>5. Facilities and Equipment</b>	
a) Describe and assess the existing program facilities and equipment.	<ul style="list-style-type: none"> <li>If possible, emphasize number of years program has requested increase in FL Lab hours, staffing, etc.</li> </ul>
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.	
<b>d) List any related recommendations.</b>	

<b>6. Technology and Software</b>	
a) Describe and assess the adequacy and currency of the technology and software used by the program.	
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.	
<b>d) List any related recommendations.</b>	

<b>7. Staffing</b>	
a) Describe the program's current staffing, including faculty, administration, and classified staff.	<ul style="list-style-type: none"> <li>Add information regarding FT to PT ratio in relation to Spanish staffing request.</li> </ul>
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?	<ul style="list-style-type: none"><li>• Reiterate direction program is going with French, Chinese, etc. curricular changes</li></ul>
b) Explain the direction and vision of the program and how you plan to achieve it.	
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.	<ul style="list-style-type: none"><li>• Use \$100,000 for instructor cost (item 5).</li></ul>
b) Explain why the list is prioritized in this way.	