Academic Program Review Committee

Program: SRC/APE   Date Reviewed: 12/3/13

Resubmittal Date: Friday December 13

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

General Comments:

- Thank you for completing an outstanding program review.
- As you discuss any facilities and facilities-related needs, ensure these are clearly represented, even if they pertain to the forthcoming new Student Services building.

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.	• Clarify relationship between SRC and APE somewhere in paragraphs 4-6 of section 1a.
b) Describe the degrees and/or certificates offered by the program.	
c) Discuss the status of recommendations from your previous program review.	• As you provide status update for previous recommendations, make sure you address whether or not they will be "carried over" into this program reveiw .

2. Analysis of Research Data (include data provided by Institutional Research & Planning)	
a) Provide and analyze the following statistics/data.	**Comments**
1. Head count of students in the program	• If applicable and useful, address whether there are age-specific needs for students in different age groups. That is, are there differences in the needs of college-age (18-24) versus working (25-39) and/or older (40+) students? Does this affect delivery of EDEV and/or APE?
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.)	• Consider including repeatability issue influence on SRC students in general Math and English classes.
4. Persistence/Retention rates	
5. Enrollment Statistics	
6. Scheduling of Courses	
7. Improvement Rates	
8. Additional Data	• Include computers referenced in last paragraph on page 22 as a Recommendation.
9. Patterns in Student Success…	

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.	• In discussion of Deaf Culture course, address likelihood of the class filling and/or the proposed frequency of offering the class. Explain if there has been feedback from students, SLOs, etc. that also suggested a need for a class of this type.
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:	
f) List any related recommendations.	• State recommendations in this area as clearly and concretely as possible. Ensure recommendations are measurable.

4. Assessment and Student and Program Learning Outcomes (SLOs & PLOs)	
a) Engagement of Program Personnel with SLOs	• Here and/or in section 4g, emphasize the forms and ways of informal and formal program dialogue. You do this, but there may be additional explanation/detail.
b) Course and program level SLO assessments.	
c) Alignment if SLOs, PLOs, ILOs.	
d) Timeline for SLO assessments.	
e) Percentage of SLO Assessments	
f) Summary of Assessment Results and Actions	
g) Determine and discuss the level your program has attained in the SLO rubric in Appendix B. (Awareness, Developmental, Proficiency, or Sustainable Continuous Quality Improvement)	• Update statements regarding development of additional SLO statements to reflect completion of this project in November 2013.
h) Method of Assessment	
g) List any related recommendations.	

5. Facilities and Equipment	
a) Describe and assess the existing program facilities and equipment.	
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.	

6. Technology and Software	
a) Describe and assess the adequacy and currency of the technology and software used by the program.	• Mention e-file system in this section as well.
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.	• When presenting personnel chart, indicate full-/part-time status as applicable and perhaps bold vacancies so your personnel needs are clearer. (Also possible to represent where new personnel will fit in on the chart.) • The 1 full-time Faculty Coordinator position, while ranked low on your prioritized recommendations, could use additional support to clearly demonstrate a need.
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. Program Improvement	
a) External Factors	
b) Needed Improvements.	
c) Use of Metrics	
d) Alignment with Strategic Initiatives	

9. Conclusions & 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.	
b) Explain why the list is prioritized in this way.	