Committee Members Present: Janet Young, Chris Wells, Chris Gold, Chris Jeffries, Josh Rosales

Faculty/Program Representatives Present: Eric Carlson, Daniel Shrader

Committee Recommendations – 2013 Automation, Robotics, and Manufacturing (ARM) Program Review

i. General Comments
   - Use the 2013 version of the program review template. The draft used an older version.
   - Most data used is from the previous program review and needs to be updated. New data is provided by Institutional Research & Planning (IRP).
   - Include recommendations at the end of each section and estimate cost.

1. Overview of the Program
   - Include more information about when the decision was made, when the changes and consolidation phase was almost complete – this material could also be relocated to the Future Directions & Vision section.
   - Include information about number of courses and faculty as well as degrees and certificates, number of students served, etc. Provide a more comprehensive picture of the program.
   - Connect some of this content to the new building. Explain what has been done and what needs to be done in phases.
   - Number Previous Recommendations. Provide clear status for previous recommendations.

2. Analysis of Research Data
   - Analyze increase in success and retention rates.
   - Note that “swing space” may cause variances in attendance.
   - Explain fluctuation in fill rates.

3. Curriculum
   - Follow template prompts and provide full range of requested information and analysis.

4. Assessment and Student and Program Learning Outcomes (SLOs & PLOs)
   - Include alignment grids, timelines, and any other requested items.
• Include data for this program only.
• Follow template prompts for Assessment section and use provided ACCJC SLO rubric to assess program's placement on this rubric.

5. Facilities and Equipment
6. Technology and Software
   • Separate these items into distinct sections, following the template.

7. Staffing
   • Explain current staffing and add justification for requested position(s).

8. Future Direction and Vision
   • Discuss what program wants to achieve and if it plans to expand, etc.

9. Prioritized Recommendations

10. CTE Review (if applicable)
    • Reference data sources.
    • Discuss certificates and degrees in relation to job placement and employers.

Revised ARM Program Review document will be submitted to the APRC by Friday October 25, 2013.