Academic Program Review Committee

Program: CTEC
Date Reviewed: 4/30/2015
Re-submittal Date: ASAP

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

General Comments:
- Place recommendations in each section, so that the final prioritized list does not contain new items. Pick the most relevant category in which to place those final recommendations.
- Cover CTE questions, responding to IRP data as well as any other regional and/or advisory board input that you wish to include. Some of the data here might be useful within the program review itself to show demand, comment on lack of close regional competition for students, etc.

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.	• Clarify for general audience what the two degrees are: 1) CTEC and 2) Cabinetry
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. 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	• Include discussion here about how student population demographics (age, college graduates, etc.) support the notion of employed individuals needing classes in the evening. This will support later commentary re: evening classes.
b) Course grade distribution	• Emphasize that within dropping attendance, etc. your program maintained high student achievement, consistent grade patterns, etc.
c) Success rates (Discuss your program's rates in light of the college's success rate standard. Set a standard for your program.)	• Program should establish a success standard, which is really a 'Success floor', a rate that the program does not want to go below. "Because of our high success rate, we set our success standard at 78%..."
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	• Add any pertinent commentary throughout this section regarding male/female (or other) demographics and participation in certain types of classes.
j) List any related recommendations.	

3. Curriculum Review	Comments
a) Provide the curriculum course review timeline to ensure all courses are reviewed at least once every 6 years.	• Include **Course Review** timeline in this section (not SLO timelines). (Can relocate SLO timelines to relevant section.)
b) Explain any course additions to current course offerings.	• Discuss repeatability issues in this section and what program did to resolve them (course numbers, names, structure, etc.). General statements regarding the program's approach and (brief) presentation of old v. new curriculum.
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?	• Explain a bit more regarding core class offering rotation and how it works with elective courses rotation. Show how this might work for incoming students and how within 2 years every student has opportunity to take all classes.
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	• If advisory committee is making strong curricular recommendations, also note those here.
f) List any related recommendations.	• If needed, be sure to provide basic list at the end of this section with items, costs.

Form last revised 8.15.2014

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.	
b) Provide a timeline for course and program level SLO assessments.	• Place SLO and PLO timelines here. (Your current 4.b will become 4.c, page 24).
c) State the percent of course and program SLO statements that have been assessed.	• Give percentage of completion not just for the previous semester – cover longer time frame. • Also document that program assessed 100% (or so) and then repeatability hit along with added SLO and PLO statements.
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.	• Add more in this section. What did the results show? Does SLO and PLO data help support any program needs, equipment, etc.? For example, what led to the identified need for cabinetry class, was there any relation to SLO analysis?
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)	• If appropriate, explain how program is perhaps beyond 'Developmental Stage'.
f) Describe how you have improved your SLO process and engaged in dialogue about assessment results	
g) List any related recommendations.	• If needed, be sure to provide basic list at the end of this section with items, costs.

5. Analysis of Student Feedback	Comments
a) Describe the results of relevant surveys.	
b) Discuss the implications of the survey results for the program.	
c) List any related recommendations.	

6. Facilities and Equipment	Comments
d) Describe and assess the existing program facilities and equipment.	
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.	• Emphasize health/safety concern regarding dust collector and how selection process for current dust collector resulted in the wrong type, etc. • Clarify how CNC equipment needs would correspond to certain curricular needs/delivery. Clarify whether the program would like a single "deluxe" CNC, or whether multiple smaller CNC type machines are needed.
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.	• Perhaps clarify that there are ongoing discussions with Natural Sciences division and Horticulture program to plan for space allocation.
g) List any related recommendations.	• Be sure to provide basic list at the end of this section with items, costs.

7. Technology and Software	Comments
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	
d) List any related recommendations.	• Be sure to provide basic list at the end of this section with items, costs.

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.	• Explain that expansion of evening classes would perhaps require additional tool room staffing/hours, an additional window, etc.
c) List any related recommendations.	• Be sure to provide basic list at the end of this section with items, costs.

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?	
b) Explain the direction and vision of the program and how you plan to achieve it.	• If appropriate, address how program would expand – would certain areas/types of classes grow faster than others? How would any new classes fit into class rotation plan? Would incorporation of green technology influence curriculum/courses? • Will program integrate with other I&T areas in relation to solar, new building, etc.?
c) List any related recommendations.	•

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.	

Form last revised 8.15.2014

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

CTE Questions:

- **CTE Questions need to be answered using supplied IRP data set. Sent to CTEC 4/9/14**