Academic Program Review Committee

Program: BIOLOGY

Date Reviewed: 09/26/19

Re-submission Due Date: By October 14, 2019

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.	• Provide **executive summary**, including any program highlights (e.g., record of transfer to UC campuses and other 4-year institutions; features that differentiate the program from similar programs at peer colleges) and significant program needs
b) Describe the degrees and/or certificates offered by the program.	• The committee inquired about the possibility of adding an AS-T (transfer degree), particularly given the new state funding formula and college goal of increasing # of degrees awarded; presenter shared that most students interested in transfer to UC campuses (e.g., Berkeley, San Diego) rather than associate degree
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.	• Item #4 - Following discussion about the status of care for specimen collection, it was recommended that the a comparison of the specimen lab to the labs at similarly sized programs at other colleges be presented; Kevin D. recommended linking the maintenance of the specimen lab to SLOs and student success

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	

c) Success rates (Discuss your program's rates in light of the college's success rate standard. Set a standard for your program.)	
d) Retention rates	• Identify any equity issues based on analysis of disaggregated retention data (indicating explicitly if any sample sizes were too small for meaningful analysis) and discuss how the program does or will address such issues
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)	• Based on discussion, perhaps clarify that counselors are aware that concurrent enrollment in BIOL 101 and 102 is discouraged by the program (although neither course is a pre-requisite for the other) and attempt to advise students accordingly • Kevin recommended that the program develop a model program map with recommended course sequencing and a brief guide-sheet to advise students regarding what is considered an appropriate load
i) Additional data compiled by faculty	
j) List any related recommendations.	• Consider adding a matrix of costs associated with recommendations
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.	

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.	• Kevin H. recommended exploring degree or certificate related to Fish and Wildlife
f) List any related recommendations.	• Consider adding a matrix of costs associated with recommendations and clearly identifying when there is no associated cost (e.g., offering a course online/hybrid)
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.	
c) State the percent of course and program SLO statements that have been assessed.	

d) Summarize SLO and PLO assessment results over the past four years and describe how results led to improved student learning. Analyze and describe changes. Provide specific examples.	
e) Describe how you have improved your SLO process and engaged in dialogue about assessment results.	
f) Discuss any findings from SLO/PLO assessments that help to justify recommendations.	
g) List any related recommendations.	• Consider adding a matrix of costs associated with recommendations and clearly identifying when there is no associated cost
5. Analysis of Student Feedback	**Comments**
a) Describe the results of relevant surveys in each of the following areas:	
i. Student Support	
ii. Curriculum	
iii. Facilities, Equipment, and Technology	
iv. Program Objectives	
b) Discuss the implications of the survey results for the program.	
c) Discuss the results of other relevant surveys.	
d) List any related recommendations.	
6. Facilities and Equipment	**Comments**
a) Describe and assess the existing program facilities and equipment.	• Emphasize issue with microscope storage as a safety hazard in this section (in addition to explanation in subsequent response)
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.	
7. Technology and Software	**Comments**
a) Describe and assess the adequacy and currency of technology and software used by 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.	
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 position/s will help program better meet its goals.	
c) List any related recommendations.	• Reiterate in this response the cost associated with staffing recommendation
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.	
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.	• Ensure that **all** recommendations enumerated in previous sections are included in this single prioritized list
b) Explain why the list is prioritized in this way.	