

Academic Program Review Committee

Program: Electronics and Computer Hardware Technology (ECHT)

Date Reviewed: 10/17/19

Re-submission Due Date: By November 19, 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.	<ul style="list-style-type: none"> • Provide executive summary, including any program highlights (e.g., collaboration with Northrup Grumman; student success stories and concrete performance data) and significant program needs (e.g., specific staffing needs related to loss of previous full-time faculty member) • Emphasize how program meeting a critical need given closure of other programs in southwest (?) region of the county (e.g., move information from Appendix D on p. 59 to Overview section) • Include in description of students served the fact that students are often folks with degrees who are seeking to fill knowledge gaps vs. acquire the associate degree
b) Describe the degrees and/or certificates offered by the program.	<ul style="list-style-type: none"> • P. 3 - Insert a brief narrative describing the "stackable" nature of the certificate
c) Explain how the program fulfills the college's mission and aligns with the strategic initiatives. (see Appendix A)	<ul style="list-style-type: none"> • P. 5 – SI #4 – Identify industry partners and types of contracts and companies. • P. 6 – SI #5 – This should refer to the program's efforts to support the institutional goal of effectively serving it students in terms of student learning (e.g., SLOs/PLOs) and student achievement (e.g., retention, completion, employment) • P. 7 – SI #6 – In an effort not to discount the program's need for continued support, perhaps change the verbiage to reflect an ongoing effort rather than suggest a "non-issue" (e.g., "The Computer Program continually seeks to update ..." vs. "The Computer Program is always updating ...").
d) Discuss the status of recommendations from your previous program review.	<ul style="list-style-type: none"> • For Status of recommendation, use terminology such as "Completed," "Ongoing," "Partially Completed,"

	<p>“On Hold,” “Abandoned,” etc.</p> <ul style="list-style-type: none"> • Provide Notes/Comments to provide context and/or clarification, particularly for Status such as “On Hold” or “Abandoned.” • Recommendation #5 – If this represents a safety issue, work with the Division to escalate to Risk Management immediately
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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	<ul style="list-style-type: none"> • It was noted that the calculations do not include data for Withdrawal (W) grades. Either note in the narrative that W grades have not been included in the calculation or include the W grades in the analysis. • Offer hypotheses regarding any anomalies in the data
c) 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"> • 3rd sentence of response – correct spelling (“hurdle”) • Change x-axis titles for consistency and to align with descriptors from IRP data dashboard (“Asian Student Success Rate,” “African American Student Success Rate,” “Hispanic Student Success Rate,” “White Student Success Rate”) • P. 13 – In paragraph addressing African American success rates, specify and describe the “new materials” that are being incorporated to help students. • P. 13 – Correct spelling in last sentence (“Spring”) • It was recommended that it be noted that there was no tutoring offered in Fall 2019 • P. 16 – Reword the 1st sentence of the 4th paragraph from the end (“The biggest improvements ... made with blacks regarding the performance of African American Students.”)
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)	<ul style="list-style-type: none"> • Add a summary of the totals and provide a brief narrative regarding any relationship to trends in enrollment, student success, and program completion
h) Improvement rates (if applicable)	
i) Additional data compiled by faculty	
j) List any related recommendations.	<ul style="list-style-type: none"> • Elaborate on the recommendations (e.g., <i>“Collaborate with Marketing and Communications to develop promotional materials for the program.”</i>)
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.	<ul style="list-style-type: none"> • Briefly note that although there are no plans to add courses, the program intends to revise curriculum by shifting from 4 units to 3 units for the ECHT 12X classes (provide rationale).
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.)	<ul style="list-style-type: none"> • Include a note that the program does not offer its curriculum via distance education, particularly due to the required lab hours
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?	

<p>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.</p>	<ul style="list-style-type: none"> Given the large discrepancy between number of students enrolled in the program (e.g., 275 in 2017-2018) and the number of students completing the program (e.g., 11 in 2017-2018), provide an explanation (e.g., many students upgrading skills for employment vs. degree-seeking)
<p>f) List any related recommendations.</p>	
<p>4. Assessment and Student and Program Learning Outcomes (SLOs & PLOs)</p>	<p>Comments</p>
<p>a) Provide a copy of your alignment grid, which shows how course, program, and institutional learning outcomes are aligned.</p>	
<p>b) Provide a timeline for course and program level SLO assessments.</p>	
<p>c) State the percent of course and program SLO statements that have been assessed.</p>	<ul style="list-style-type: none"> Explicitly state the percent of SLO and PLO statements that have been assessed for the program
<p>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.</p>	<ul style="list-style-type: none"> Identify any courses for which students have not met the SLO standard and/or any PLO statements for which the standard has not been met.
<p>e) Describe how you have improved your SLO process and engaged in dialogue about assessment results.</p>	
<p>f) Discuss any findings from SLO/PLO assessments that help to justify recommendations.</p>	
<p>g) List any related recommendations.</p>	<ul style="list-style-type: none"> Include any recommendations to address student learning in courses for which students have not met the SLO standard and/or any PLO statements for which the standard has not been met.
<p>5. Analysis of Student Feedback</p>	<p>Comments</p>
<p>a) Describe the results of relevant surveys in each of the following areas:</p>	<ul style="list-style-type: none"> Remove "Roughly" when presenting percentages
<p>i. Student Support</p>	
<p>ii. Curriculum</p>	

iii. Facilities, Equipment, and Technology	
iv. Program Objectives	
b) Discuss the implications of the survey results for the program.	<ul style="list-style-type: none"> P. 30 – Correct error in last sentence of second paragraph (“... research why what 8% who disagree are hoping for.”)
c) Discuss the results of other relevant surveys.	
d) List any related recommendations.	<ul style="list-style-type: none">
6. Facilities and Equipment	Comments
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.	<ul style="list-style-type: none"> P. 33 – Correct error in Recommendation #3 (“... the computers sued used ...”)
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.	<ul style="list-style-type: none"> Recommendation #1 - Specify the limitations of the Chromebooks (e.g., unable to support the computation-intensive nature of the work required);

	<p>provide software specs and preferred computer type)</p> <ul style="list-style-type: none"> • Recommendation #2 – Emphasize the need to remain aligned with industry standards by replacing the generators • Where applicable, state Advisory Committee as source of recommendation (e.g., Paul Castillo recommendation to phase out Windows 7 and move to Windows 10)
8. Staffing	Comments
a) Describe the program’s current staffing, including faculty, administration, and classified staff.	<ul style="list-style-type: none"> • Emphasize how upcoming retirements will impact the program’s ability to schedule classes for timely program completion
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.	
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?	<ul style="list-style-type: none"> • P. 38 – In first paragraph, provide a brief explanation of Moore’s Law for context
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.	<ul style="list-style-type: none"> • Provide a brief narrative response to support prioritization • 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.	