

Academic Program Review Committee

Program: Real Estate

Date Reviewed: December 5, 2019

Re-submission Due Date: By March 6, 2020

GENERAL COMMENTS:

- **ADD RECOMMENDATIONS TO EACH SECTION!!!**
- It is OK to be repetitive regarding program needs; it sets the tone for the formal recommendations
- When applicable, emphasize how recommendations tie to SLO results, student success rates, and advisory committee recommendations

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"> • Consider this section as an executive summary which addresses: 1) <i>who you are</i>, 2) <i>what you do</i>, and 3) <i>where you're headed and what you need to get there</i> • Highlight any particular program strengths (e.g., program ranking in the state; offers all coursework required for Real Estate licenses), as well as program needs (e.g., staffing needs) • Incorporate from other sections some of the information regarding program highlights (e.g., Section 2; P. 29 of CE 2-Year Review) • P. 3 – Add links to social media accounts
b) Describe the degrees and/or certificates offered by the program.	<ul style="list-style-type: none"> • P. 4 - Provide course numbers for existing certificates • P. 4 - Provide brief narrative regarding short-term certificates currently being developed
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	<ul style="list-style-type: none"> • P. 8 – In last paragraph, elaborate regarding nature of the "modifications"

b) Course grade distribution	<ul style="list-style-type: none"> • P. 9 – Present the grade distribution by course
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"> • Add narratives based on analysis of disaggregated data (Carolyn P. available for consultation regarding disaggregated data available on Program Review dashboard) • Discuss any identified performance gaps and/or equity issues based on data analysis
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	<ul style="list-style-type: none"> • Add narrative emphasizing growth
g) Scheduling of courses (day vs. night, days offered, and sequence)	<ul style="list-style-type: none"> • Emphasize success of short-term format and hybrid delivery
h) Improvement rates (if applicable)	
i) Additional data compiled by faculty	
j) List any related recommendations.	<ul style="list-style-type: none"> • Add related recommendations (e.g., additional staffing and other resources to support the increasing demand for program courses)
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:	<ul style="list-style-type: none"> • P. 15, #3 (2nd paragraph) – “... <i>students who simply that take the courses ...</i>” in the last sentence

<p>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?</p>	
<p>2. Are there any concerns regarding program courses and their articulation?</p>	
<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"> • Emphasize the number of degrees and certificates awarded as a program strength
<p>f) List any related recommendations.</p>	<ul style="list-style-type: none"> • Enumerate the recommendations listed • Include advisory committee recommendation to offer Advanced Appraisal more regularly • Consider a recommendation related to the development of student internship opportunities (e.g., leverage the advisory committee)
<p>4. Assessment and Student and Program Learning Outcomes (SLOs & PLOs)</p>	<p style="text-align: center;">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>	
<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"> • Specify the areas in which students have struggled • Consult with SLO Facilitator for the division: Brizset Giles (x7315) and Ana Milosevic (x3784)
<p>e) Describe how you have improved your SLO process and engaged in dialogue about assessment results.</p>	

f) Discuss any findings from SLO/PLO assessments that help to justify recommendations.	
g) List any related recommendations.	<ul style="list-style-type: none"> • Add related recommendations (e.g., instructional materials and/or technology to support student achievement of learning outcomes)
5. Analysis of Student Feedback	Comments
a) Describe the results of relevant surveys in each of the following areas:	<ul style="list-style-type: none"> • Provide a brief narrative describing how survey is administered (e.g., timing within semester, which classes) • Add survey items as an appendix
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.	<ul style="list-style-type: none"> • Consider recommendation to collaborate with Carolyn P. and the Office of Institutional Research and Planning (IRP) to develop a customized survey which also uses QR codes
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"> • Add related recommendations (e.g., instructional materials/technology; other resources to address needs identified by survey results) • Add recommendation related to creating a cycle for maintenance, repair, and replacement of any facilities and equipment (including the renewal of warranties)
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"> • Add recommendations such as funding for industry software (e.g., Yardi) and other technology-related resources (e.g., augmented reality technology for appraisal; Chromebook cart) • Add recommendation related to creating a cycle for maintenance, repair, and replacement of technology and software (including renewal of licenses).
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.	<ul style="list-style-type: none"> • Add recommendation related to additional staffing (e.g., additional FT faculty member given anticipated program growth based on current enrollment trends and planned certificates designed for professionals seeking career advancement)
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.	<ul style="list-style-type: none"> • Add related recommendations (e.g., acknowledging strength of current program and potential for growth to meet demonstrated demand for program offerings)
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"> • 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.	

2-Year CTE Review

- Kevin H. recommended increasing the size and scope of the Advisory Committee membership to reflect the various area of program curricula (e.g., loan officers, appraisers, representatives from title companies) and to represent the “full service” nature of the program