

## Academic Program Review Committee

**Program: Anthropology**

**Date Reviewed: September 8, 2016**

**Resubmittal Date: October 7, 2016**

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

**General Comments: Instructors noted that the wrong version of the document was given to the committee for review. L. Clowers made copies of the correct version and passed around for everyone to review.**

**Does program need anything other than tutors or faculty members? Change language to be more assertive (“need” instead of “want”) and tie it to SLOs. Research online simulations; as program grows, program will need to accommodate the demand. Think big; what is the vision for the next ten years? Include all ideas in this document. Consider requesting appropriate facilities to host speakers and exhibits with temperature-sensitive materials. Be sure to include page numbers and table of contents. Explore all other options to facilitate growth (movie studios, distance education, using other organizations’ facilities, 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.	<ul style="list-style-type: none"> <li>• Highlight that the program is growing and the need for additional faculty is great. Note that the cost of not hiring an additional faculty member could be much greater than the cost of the faculty member.</li> <li>• Page 1: add data to support the claim that Anthropologists have skills that are highly employable.</li> <li>• Incorporate needs of faculty &amp; facilities into “strengths” paragraph to showcase how much stronger the program will be.</li> </ul>
b) Describe the degrees and/or certificates offered by the program.	<ul style="list-style-type: none"> <li>• Eliminate second sentence; redundant.</li> </ul>

<p>c) Explain how the program fulfills the college’s mission and aligns with the strategic initiatives. (see Appendix A)</p>	<ul style="list-style-type: none"> <li>• Great job at explaining “where you’re at”; great format; easy on the eyes.</li> </ul>
<p>d) Discuss the status of recommendations from your previous program review.</p>	<ul style="list-style-type: none"> <li>• “Affiliation of Smart Revenue”: explain a little more of who “they” are.</li> <li>• “Status of Previous Recommendations”: FT to PT ratio should be included. Add a little more of the information used for FT Faculty Position ID. Also, unbold “3. Museum Needs” in left column.</li> <li>• Provide data regarding current utilization rates to support the present need for additional tutoring hours to meet increasing demand.</li> <li>• “Working with Counseling Faculty”: how is that going? Consider linking with other programs for students to double major.</li> </ul>

<b>2. Analysis of Research Data (include data provided by Institutional Research &amp; Planning)</b>	
<b>Provide and <u>analyze</u> the following statistics/data</b>	<b>Comments</b>
<p>a) Head count of students in the program</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>b) Course grade distribution</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>c) Success rates (Discuss your program’s rates in light of the college’s success rate standard. Set a standard for your program.)</p>	<ul style="list-style-type: none"> <li>• Keep in mind that not too long ago, 4-year bound students were coming to community colleges because of admission restrictions. The lower numbers we’re seeing now are more accurate.</li> </ul>
<p>d) Retention rates</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>e) A comparison of success and retention rates in face-to-face classes with distance education classes</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>f) Enrollment statistics with section and seat counts and fill rates</p>	<ul style="list-style-type: none"> <li>•</li> </ul>

g) Scheduling of courses (day vs. night, days offered, and sequence)	<ul style="list-style-type: none"> <li>•</li> </ul>
h) Improvement rates (if applicable)	<ul style="list-style-type: none"> <li>• Be sure to include what the program has done to address student equity.</li> </ul>
i) Additional data compiled by faculty	<ul style="list-style-type: none"> <li>•</li> </ul>
j) List any related recommendations.	<ul style="list-style-type: none"> <li>• Consider if this program could be offered as a bachelor's degree since it is not currently available at CSUs. Also, consider aligning curriculum with AJ like other colleges do; students may be able to transition into Forensics without having to take several life science courses.</li> <li>• Add an intro to section E. Be specific when mentioning "surveys"; who was surveyed?</li> <li>• A current trend is that students are changing majors to and from Anthro (or taking all Anthro courses as a different major), so data could be skewed in this sense.</li> <li>• Consider rewording section H to show that the program does have existing relationships with outside organizations, but would like to have more.</li> </ul>

<b>3. Curriculum Review</b>	<b>Comments</b>
a) Provide the curriculum course review timeline to ensure all courses are reviewed at least once every 6 years.	<ul style="list-style-type: none"> <li>•</li> </ul>
b) Explain any course additions to current course offerings.	<ul style="list-style-type: none"> <li>• No tab indentation to be consistent with other paragraphs.</li> <li>• Anth 14 has not gone through College Curriculum Committee: Need more explanation; why?</li> </ul>
c) Explain any course deletions and inactivations from current course offerings.	<ul style="list-style-type: none"> <li>•</li> </ul>

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:	• G. Associate Degrees: "The knowledge and skills gained through the study of course..." –Course of study?
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	• Big difference in Anthro majors vs. Anthro degrees. Any other insight as to why so few get degrees besides the idea that they transfer w/o the degree?
f) List any related recommendations.	•

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 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.	<ul style="list-style-type: none"> <li>• Need more info in D-F.</li> </ul>
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)	<ul style="list-style-type: none"> <li>•</li> </ul>
f) Describe how you have improved your SLO process and engaged in dialogue about assessment results	<ul style="list-style-type: none"> <li>•</li> </ul>
g) List any related recommendations.	<ul style="list-style-type: none"> <li>•</li> </ul>

5. Analysis of Student Feedback	Comments
a) Describe the results of relevant surveys.	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
b) Discuss the implications of the survey results for the program.	<ul style="list-style-type: none"> <li>•</li> </ul>
c) List any related recommendations.	<ul style="list-style-type: none"> <li>•</li> </ul>

6. Facilities and Equipment	Comments
d) Describe and assess the existing program facilities and equipment.	<ul style="list-style-type: none"> <li>• Pg 29: remove the dimensions of tables.</li> <li>• Reword “it would be nice” to “need”</li> <li>• Section A: “The exhibits in...” – no tab.</li> </ul>
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.	<ul style="list-style-type: none"> <li>• Separate these needs (paragraphs, bullets, etc.)</li> <li>• Dust spewing from ventilation systems should go directly to Rocky Bonura.</li> <li>• Reconsider wi-fi blocking; could this work against you if you wanted to use the handheld technology eventually?</li> </ul>
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.	<ul style="list-style-type: none"> <li>• Revise section noting “director/curator/janitor”</li> <li>• Pg. 30 Talk to Susanne in the Art Gallery regarding insurance on borrowed items</li> <li>• Leave out the issue with the vendor not being</li> </ul>

	<p>able to be paid up front.</p> <ul style="list-style-type: none"> <li>• Include whether the program has funding for student help for the museum</li> <li>• If art and anthro exhibition spaces were neighbors, perhaps they could share a more sophisticated HVAC for just that area?</li> </ul>
g) List any related recommendations.	<ul style="list-style-type: none"> <li>•</li> </ul>

<b>7. Technology and Software</b>	<b>Comments</b>
a) Describe and assess the adequacy and currency of the technology and software used by the program.	<ul style="list-style-type: none"> <li>•</li> </ul>
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.	<ul style="list-style-type: none"> <li>•</li> </ul>
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	<ul style="list-style-type: none"> <li>• Put something in here, at least related to software.</li> </ul>
d) List any related recommendations.	<ul style="list-style-type: none"> <li>•</li> </ul>

<b>8. Staffing</b>	<b>Comments</b>
a) Describe the program's current staffing, including faculty, administration, and classified staff.	<ul style="list-style-type: none"> <li>•</li> </ul>
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.	<ul style="list-style-type: none"> <li>•</li> </ul>
c) List any related recommendations.	<ul style="list-style-type: none"> <li>•</li> </ul>

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"> <li>•</li> </ul>
b) Explain the direction and vision of the program and how you plan to achieve it.	<ul style="list-style-type: none"> <li>•</li> </ul>
c) List any related recommendations.	<ul style="list-style-type: none"> <li>• Consider high school outreach for recruitment</li> </ul>

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"> <li>• Fill in this table.</li> </ul>
b) Explain why the list is prioritized in this way.	<ul style="list-style-type: none"> <li>• Complete this section.</li> </ul>