

Academic Program Review Committee

Program: General Education Math Courses

Date Reviewed: 10.16.2014

Re-submittal Date: TBD

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

General Comments:

- **Emphasis mostly on Math classes for Business division; even with 90+% Business majors, document does seem to leave out other areas.**

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">• Share scope of program: number of sections and/or students per semester/year. This would help immediately show scope of program.
b) Describe the degrees and/or certificates offered by the program.	
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.	<ul style="list-style-type: none">• Single word update after "Status", e.g. "Ongoing"

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">• Is it possible to compare sections offered here against those of competing colleges? Might help show demand.
b) Course grade distribution	<ul style="list-style-type: none">• Include grade distribution numbers as an appendix for reference. Or include numbers to

	show totals in addition to percentages. For instance, some variances look big, but the sample size is small.
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	
e) A comparison of success and retention rates in face-to-face classes with distance education classes	<ul style="list-style-type: none"> Hard to get a conclusion from small hybrid numbers. Tracking data if hybrid offerings increased will be helpful.
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	
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.	
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.)	<ul style="list-style-type: none"> Plan to increase hybrid offerings is apt. Also connects to classroom capacity issue. Be sure to track hybrid class data.
e) Discuss how well the courses, degrees, or certificates are meeting students' transfer or career training needs:	<ul style="list-style-type: none"> Strong rationale for Math 140. Overall, a strong case was presented in this entire section for program's preferred courses and curriculum.

	<ul style="list-style-type: none"> Question: How many sections of Statistics will be offered and why?
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	
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.	<ul style="list-style-type: none"> Question: Do program faculty believe the SLO statements can remain as are for a while? Since problem gathering data may be related to changing statements, is it possible to keep statements as is for a number of years, or might they changes based on assessment results?

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"> Discussion: difficulty of part-time faculty participation in the assessment process. Leads into program recommendation for part-time faculty salary increase.
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"> Clarify PLO assessment methods. Also, clarify references to 0, 1, 2, 3 scores earned. What are students doing to get those “in-between” scores and is the program able to identify where desired learning does not occur? Perhaps example/explanation would clarify.
f) Describe how you have improved your SLO process and engaged in dialogue about assessment results	
g) List any related recommendations.	

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.	<ul style="list-style-type: none"> Question: Where is the new course in the curriculum process?

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.	
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.	

g) List any related recommendations.	
--------------------------------------	--

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.	<ul style="list-style-type: none"> • Explain why Apple products specifically are needed? E.g. ipads • Jackie Sims: Calculator and Minitab purchases have been authorized.

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.	
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?	
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"> • Comment: The recommendations are good; 20 is a high number of recommendations. The arguments are strong, but the program will just have to follow-up on these.
b) Explain why the list is prioritized in this way.	