

Academic Program Review Committee

Program: Automotive Collision Repair and Painting

Date Reviewed: 10/01/2015; 10/14/2015

Resubmittal Date: 11/6/2015

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

- **General Comments:** Needs more summary of recommendations in each section. Incorporate all other appendices into one document.

1. Overview of the Program	Comments
<p>a) Provide a brief narrative description of the current program, including the program’s mission statement and the students it serves.</p>	<ul style="list-style-type: none"> • Really good place to say we need this program to continue because it IS one of the only programs left; will strengthen the beginning. • Want to see future-oriented instead of past-oriented. • Want more bullet points instead of paragraphs for the list of facilities fixes. • Focus on last 4 years of data. • Improve narrative on data. • Reword “denied” to say “still need” or “still pending” • Change focus and tone; new President is going to read this. • Change “insist” to “encourage” on page 2 • Summarize the student feedback; too lengthy to include all comments when from several years ago. • Re-include paragraphs 2 & 3 from Program Overview • Keep Executive Summary: where we’re at/where we’re going • Should mention in compliance with AQMD • Include page numbers

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.	•

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.)	<ul style="list-style-type: none"> • Narrative section: focus on last 4 years • Can add a footnote to show history ("See Appendix A for growth over last 10 years")
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)	•
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.)	•
e) Discuss how well the courses, degrees, or certificates are meeting students' transfer or career training needs:	• Advisory Board is shared: is there mention of someone representing your area's specialty?
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.	<ul style="list-style-type: none"> • Update alignment grid
b) Provide a timeline for course and program level SLO assessments.	<ul style="list-style-type: none"> •
c) State the percent of course and program SLO statements that have been assessed.	<ul style="list-style-type: none"> •
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"> • Change wording (i.e. taking away freedom) • Mention the SLO actions that tie into recommendations and requests • Mention equipment needed related to SLO
e) Describe how you have improved your SLO process and engaged in dialogue about assessment results	<ul style="list-style-type: none"> •
f) List any related recommendations.	<ul style="list-style-type: none"> •

5. Analysis of Student Feedback	Comments
a) Describe the results of relevant surveys.	<ul style="list-style-type: none"> • Pull out a few quotes verbatim and include in main text, but minimize the long list of student responses. Other lists could become an Appendix item. • Don't need to necessarily show CTE results because a survey wasn't done for this area specifically; mention that you'll work with IRP to get specific data.
b) Discuss the implications of the survey results for the program.	<ul style="list-style-type: none"> •
c) List any related recommendations.	<ul style="list-style-type: none"> •

6. Facilities and Equipment	Comments
d) Describe and assess the existing program facilities and equipment.	<ul style="list-style-type: none"> • Keep facts of facilities and equipment inadequacies, but not in negative tone. • Use bullet points
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"> • Link equipment requests to assessments
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"> •
g) List any related recommendations.	<ul style="list-style-type: none"> • Get rid of narrative; incorporate 15 recommendations as baseline to be more clear

7. Technology and Software	Comments
a) Describe and assess the adequacy and currency of the technology and software used by the program.	<ul style="list-style-type: none"> •
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"> •
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"> • Mention awareness of future technologies (5 years) (e.g. aluminum) • Mention that 2015 cars are aluminum, but don't have necessary tools • State the need to repair other than old cars; make your case here
d) List any related recommendations.	<ul style="list-style-type: none"> •

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

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.	• Include FTEF number, and mention if program enlarges, will justify another full-timer (or if having difficulty finding qualified part-timers)

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"> • Include trends in industry and other schools (and what is missing in nearby schools) • Mention how we're unique • Mention that program participation and certifications (not necessarily completion) leads to jobs • Change tone: highlight that although other programs are being cut, you're still here and serving all of these misplaced students
b) Explain the direction and vision of the program and how you plan to achieve it.	• Consider growth opportunities via time slots/scheduling; Fire Tech was successful in Afternoon College setting for high school students (especially since HS programs were cut)
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"> • A1: specify again • As you re-do each recommendation, review this again • Mention that college should do research on employment for CTE, not student or faculty responsibility. Create a model for college to duplicate. Need to do a better job (as a college) of tracking alumni for foundation purposes, mentorship program, and job placement.
b) Explain why the list is prioritized in this way.	•