

## Academic Program Review Committee

**Program:** CIS

**Date Reviewed:** 10/22/15

**Resubmittal Date:** November 15, 2015

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

### General Comments:

- remove repeat of template at the beginning

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>• Focus on more than just students, maybe include brief history</li></ul>
b) Describe the degrees and/or certificates offered by the program.	<ul style="list-style-type: none"><li>•</li></ul>
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"><li>• Specify which SI(S) goes with each item</li></ul>
d) Discuss the status of recommendations from your previous program review.	<ul style="list-style-type: none"><li>• Remove duplicate list</li></ul>

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"><li>•</li></ul>
b) Course grade distribution	<ul style="list-style-type: none"><li>•</li></ul>
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"><li>• Clarify – not just completer rates</li></ul>

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"> <li>On page 18: 2g: Day vs night classes. Have you thought about if we start offering adult ed classes, how will that impact? You might want to add a sentence about how we are open to adjusting to student needs.</li> </ul>
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:	•

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.	•

<b>4. Assessment and Student and Program Learning Outcomes (SLOs &amp; PLOs)</b>	<b>Comments</b>
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.	• try to highlight the good things. Your focus is on how you don't like the SLO process, try to do something positive out of this process. Say how "we had difficulty during years ____ and ____"
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>• Say within the PLOs anything that the advisory board suggested, or say that you came up with the PLOs based on the advisory board, to stay relevant.</li> <li>• Connect results to new certificates</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>• Reinforce importance of the advisory board and SLOs to drive curriculum</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> </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>• Can't move the lab from Communications building, all can do is upgrading equipment. May be worth mentioning.</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>• Do you have a replacement schedule? You need to mention that if you don't.</li> <li>• Since you are driven by industry needs, you have a stronger argument for needs.</li> <li>• Same for technology and software section</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>•</li> </ul>
g) List any related recommendations.	<ul style="list-style-type: none"> <li>• Reinforce justification: demand of the field, advisory board, SLOs (make connections to other parts of the document for justification)</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>• Give more specific recommendations.</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>•</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>• Training faculty not an option, need to stress WHY, since the field is industry driven and constantly changing.</li> <li>• Hard to find instructors to fill these slots.</li> <li>• Showcase needs and why they have to let people go</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>

<b>9. Future Direction and Vision</b>	<b>Comments</b>
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>• Clarify for "Bring your Own Device" it's to show the different platforms and how performance is.</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.	•
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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.	<p>General comment on recommendations: the ones listed in #10 are the priority recommendations, and then those need to appear in at least one sections, but may be in more.</p> <ul style="list-style-type: none"> <li>• All these recommendations are listed, which will need to be addressed next time. You have quite a bit. Some of the recommendations you have listed could be incorporated into “future plans” and narrow the list down perhaps</li> <li>• 10a: make two separate cell blocks, one for “maintenance” one for “future growth”, break it down into what is needed right now to keep the integrity of the program, the other list for what will be for growing the program.</li> </ul>
b) Explain why the list is prioritized in this way.	•