Academic Program Review Committee

Program: Psychology   Date Reviewed: 11/21/13

Resubmittal Date: Friday December 13

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

General Comments:
- Include all tables referenced within the document.
- Number sections properly – on page 16 of the draft, the number 4 is used for the second time.
- When making recommendations, make language as concrete and measurable as possible. At times, the phrasing (i.e. "Consider…" "Discuss…") will make it difficult to assess actual progress on recommendations.
- There are many recommendations in this draft. Combine any related recommendations and assess if all recommendations belong in program review.
- Include Costs with all Recommendations.
- Complete the prioritized recommendation table on page 20.

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.	• Provide a broader picture of your student population. Address number of students doing coursework (i.e. high number of Allied Health students) and number of declared majors (IRP can provide number of majors). Address students completing GE coursework. Provide info regarding Psychology 5 as pre-req, which is distinct from other colleges.
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)	• Provide additional information, here and possibly later, regarding Supplemental Instruction: how many classes have SI, how are these classes selected, room availability, etc. (Strategic Initiative B, page 4). • Use SI data to demonstrate success of SI coaching. Begin to build case for turning SI into a program review recommendation.

d) Discuss the status of recommendations from your previous program review.	• Number 2008 recommendations to organize and make more readable.
	 • Ensure assessment of 2008 recommendations is accurate with present needs:
	   ○ Program Data recommendation #3 might be better assessed as On Hold.
	   ○ Program Data recommendation #4 (tutoring/study hall) might be Partially Completed.

2. **Analysis of Research Data** (include data provided by Institutional Research & Planning)	
a) Provide and _analyze_ the following statistics/data.	**Comments**
	For this section's tables, use academic years for data presentation when appropriate. That is, use 2010-11, 2011-12, etc. rather than individual semesters/years.
1. Head count of students in the program	
2. Course grade distribution	• Ensure course grade distribution data & analysis is clearly defined from success rates data & analysis.
3. Success rates (Discuss your program's rates in light of the college's success rate standard. Set a standard for your program.)	• Provide example for success rate statements. • Clarify that the success rate discussed on page 8 is a "floor". • Consider setting a lower standard to accurately capture data trends and possible fluctuations due to external factors. You can explain your choice in relation to division percentages and based on these possible external factors. Look at prior years to see how rates have fluctuated and establish a reasonable floor. • In addition, you can set a success goal or target so that the program has something to aim for.
4. Retention rates	• Discuss program rates in relation to division and ECC rates.
5. A comparison of success and retention rates in face-to-face classes with distance education classes	
6. Enrollment statistics with section and seat counts and fill rates	
7. Scheduling of courses (day vs. night, days offered, and sequence)	
8. Improvement rates (if applicable)	
9. Additional data compiled by faculty	• If program wishes to track and survey students after they leave ECC, working with IRP is possible.
b) List any related recommendations.	• Are there any associated recommendations for this section?

3. **Curriculum** Review and discuss the curriculum work done in the program during the past four years, including the following:	
a) Provide the curriculum course review timeline to ensure all courses are reviewed at least once every 6 years.	• Include course review timeline.
b) Explain any course additions to current course offerings.	
c) Explain any course deletions and inactivations from current course offerings.	• Explain any inactivations. Clarify that Psychology 22 is cross-listed with PE course and that PE is keeping their course.
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:	• Include table showing number of degrees/certificates awarded. •
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?	• See above.
2. Are there any concerns regarding program courses and their articulation?	• See above.
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 for future degrees, certificates, and/or licensure pass rates.	• See above.
f) List any related recommendations.	• Again, revise recommendations as appropriate when they involve "Consider…", "Begin…". • Is the 4th recommendation in this section likely in current circumstances?

4. **Assessment and Student and Program Learning Outcomes (SLOs & PLOs)**	
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.	• Check on completion of any PLO assessments.
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.	• Include additional explanation and/or analysis of teaching, curricular, and SLO process actions taken as a result of SLO (and, possibly, PLO) assessment results.
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)	• You state program is at ACCJC Developmental Level on the SLO rubric, but might explain that you are basically at Proficiency level, except for one item ("widespread dialogue" – page 12).
f) Describe how you have improved your SLO process and engaged in dialogue about assessment results	
g) List any related recommendations.	

5. Facilities and Equipment

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.	• Relocate Classroom/Lab recommendation and discussion to Technology & Software section. • Clarify that this would be a shared approach with the division.

6. Technology and Software

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.	• Relocate Technology Assistant staffing request to Staffing section.

7. Staffing

a) Describe the program's current staffing, including faculty, administration, and classified staff.	• Address FT to PT instructor ratio and whether current ratio is appropriate. • Add any relevant information regarding specialty areas within curricular needs and how this might influence staffing selection and/or needs. • Emphasize what areas/tasks will go unfulfilled if staffing requests are not met.
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.	• Use $100,000 for faculty positions. • Consider requesting one faculty position.

8. Future Direction and Vision

a) Describe relevant changes within the academic field/industry. How will these changes impact the program in the next four years?	• The commentary in this section might be too narrowly focused, as is.

	- With the bulk of program's students in GE, ensure language does not suggest you are only teaching to a smaller group of graduate-quality students. Clarify the program's "high standard" approach for all students. - Differentiate majors from GE students – What are GE students taking away from Psychology courses? Address as concretely as possible what the program does for the majority of its non-major students.
b) Explain the direction and vision of the program and how you plan to achieve it.	
c) List any related recommendations.	

9. Prioritized Recommendations	
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.	Present recommendations in table found in template and include costs.
b) Explain why the list is prioritized in this way.	