Academic Program Review Committee – Meeting Notes 4.24.2014

Program: Economics

Date Reviewed: Thursday April 24, 2014

Resubmittal Date: To be determined by BSS Division.

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

General Comments:
- Thank you for your effort in completing the program review.
- Several recommendations appearing in the final prioritized list could use additional detail and justification in the relevant sections of the document.
- Several grammar and other edits are needed throughout (e.g. "technoligal: on page 19)

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.	• When discussing size of program, approximate the number of majors in the program. That number is available from Institutional Research and Planning. Program review does not make clear what other majors, etc. must take Economics courses.
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)	• Remove Strategic Initiative B from this section. What you discuss regarding Strategic Initiative C and collaboration with Student Services is sufficient.
d) Discuss the status of recommendations from your previous program review.	

2. Analysis of Research Data	
a) Provide and analyze the following statistics/data.	**Comments**
1. Head count of students in the program	
2. Course grade distribution	
3. Success rates (Discuss your program's rates in light of the college's success rate standard. Set a standard for your program.)	• More directly correlate high success rates to math pre-requisite. The connection, as is, is not clearly made.
4. Retention rates	
5. A comparison of success and retention rates in face-to-face classes with distance education classes	• As you note high distance education success rates, also note small number of sections and small sample size.
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	• Since you note gender disparity in program, include statement that

	this breakdown is typical for Economics programs. Possible to conduct outreach to women via counseling.
b) List any related recommendations.	

3. Curriculum Review	
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:	• Your #2 prioritized recommendation is to create more curriculum, but in the curriculum portion there is no attribution to why there needs to be a curriculum change. Discuss new global and international themes found in textbooks and how this will impact course outlines, etc.
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 for future degrees, certificates, and/or licensure pass rates.	
f) List any related recommendations.	

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.	
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.	• You claim SLO and PLO assessment results correspond to exam results, but there is no evidence to support or demonstrate this. Even though in the program review draft you claim correspondence to exam results, you noted to APRC that no analysis is possible from small sample size (over past four years). State that your program found no analysis was possible.
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)	
f) f) Describe how you have improved your SLO process and engaged in dialogue about assessment results	• Complete this section based on program review

	template prompt.
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.**	

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.**	

7. Staffing	
a) Describe the program's current staffing, including faculty, administration, and classified staff.	• Possible to add credentials, experience, etc. of current full-time faculty.
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.	

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?	
b) Explain the direction and vision of the program and how you plan to achieve it.	• Strategic Initiatives are incorrectly listed in this section.
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.	
b) Explain why the list is prioritized in this way.	