Academic Program Review Committee
Meeting Notes
Thursday September 19, 2013
1:00-2:00p.m. – Admin 127

Committee Members Present: Janet Young, Bob Klier, Chris Gold, Chris Jeffries, Chris Wells, Carolyn Pineda

Faculty/Program Representatives Present: Kate McLaughlin, Elise Geraghty

Committee Recommendations – 2013 Journalism Program Review

i. General Comments
- Follow topics and numbers outlined in the 2013 version of the Program Review template.
- Insert tables from Institutional Research and Planning (IRP).
- Include recommendations within each section and not only at the end of the document.
- Avoid vague terms (e.g. well, good, et al.) without linking to numbers/percentages.
- When stating a problem, make a recommendation based on your analysis of the issue.
- Facilities & Equipment, Technology & Software, and Staffing areas of the document overlap – create clear divisions among these areas.
- Use chart provided in template for program recommendations.
- Use "Inactivated" when referring to courses, not "Deactivated".

1. Overview of the Program
- Relocate content on page 32 to section 1.c (1.c).
- Move page 4 paragraph "The Journalism program's mission…" to beginning of program overview section.
- Include number of students on staff when discussing program.
- Relocate to Curriculum section or omit material regarding misunderstanding of law and ethics.
- Note J1 and J12 a required of 4-year Journalism programs (p.4, 1.b).
- Include size of programs at other schools, which may help analysis and support staff requests (1.d).
- Include status of prior recommendations (i.e. Active, On Hold, Abandoned, etc.) (1.d).

2. Analysis of Research Data
- Include charts from IRP.
- Use 60% as program's success standard (3.a.3).

- Consider that linking retention to economic recession is questionable and actually contrary to overall ECC numbers. Explain/analyze further. When considering success in Distance Education (DE) classes, understand that DE rates are generally lower (2.a.4).
- Ensure that fill rate information is clear and detailed. Present additional information regarding caps and fill rates. Use DataMart to make comparison to national, state, etc. data (2.a.6).
- Mention AA-T Journalism degree (2.a.7).

3. **Curriculum**
   - Consider including reason for course inactivations (3.a). It is acceptable to copy and paste 4-year review timeline into this document.
   - Explain further about how degrees and certificates have been revised (3.e/f).
   - Mention that J1 is inactivated but is not required for the major- one course of several possibilities (3.e/f.1).
   - Make a recommendation regarding articulation with ASU and connecting with ECC Articulation Officer, Communication Studies program (3.e/f.2).
   - Make any recommendations within the narrative clear and distinct (3.f).

4. **Assessment and Student and Program Learning Outcomes (SLOs & PLOs)**
   - Include SLO and PLO grids (4.a.).
   - Incorporate assessment timeline from division website (Janet Young will provide) (4.b).
   - Add explanatory content to ACCJC rubric explanation so level on rubric is clear and illustrated (4.e).
   - Include information regarding instructional, curricular, resource requests, and/or other changes as a result of assessment (4.f).

5. **Facilities and Equipment**
   - Separate out content for 5, 6, and 7.

6. **Technology and Software**
   - Separate out content for 5, 6, and 7.

7. **Staffing**
   - Separate out content for 5, 6, and 7.

8. **Future Direction and Vision**

9. **Prioritized Recommendations**
   - Consider higher prioritization of hiring a third faculty member.
   - Put recommendations into table from template.

- If additional recommendations are generated through revision of the document, insert them into table.

10. CTE Review (if applicable)
- Attain job placement rates/data from IRP (#8).
- DataMart Salary Surfer feature can provide salary data for program graduates.
- Use IRP to add material for employer survey data.
- Content in the CTE section could be more thorough – see above possibilities.

Next Thursday APRC meeting: Thursday September 26, 2013, 1:00-2:00p.m. – Automation, Robotics, & Manufacturing (ARM)