

Academic Program Review Committee

Meeting Notes

Thursday September 26, 2013

1:00-2:00p.m. – Admin 127

Committee Members Present: Janet Young, Chris Wells, Chris Gold, Chris Jeffries, Josh Rosales

Faculty/Program Representatives Present: Eric Carlson, Daniel Shrader

Committee Recommendations – 2013 Automation, Robotics, and Manufacturing (ARM) Program Review

i. General Comments

- Use the 2013 version of the program review template. The draft used an older version.
- Most data used is from the previous program review and needs to be updated. New data is provided by Institutional Research & Planning (IRP).
- Include recommendations at the end of each section and estimate cost.

1. Overview of the Program

- Include more information about when the decision was made, when the changes and consolidation phase was almost complete – this material could also be relocated to the Future Directions & Vision section.
- Include information about number of courses and faculty as well as degrees and certificates, number of students served, etc. Provide a more comprehensive picture of the program.
- Connect some of this content to the new building. Explain what has been done and what needs to be done in phases.
- Number Previous Recommendations. Provide clear status for previous recommendations.

2. Analysis of Research Data

- Analyze increase in success and retention rates.
- Note that “swing space” may cause variances in attendance.
- Explain fluctuation in fill rates.

3. Curriculum

- Follow template prompts and provide full range of requested information and analysis.

4. Assessment and Student and Program Learning Outcomes (SLOs & PLOs)

- Include alignment grids, timelines, and any other requested items.

- Include data for this program only.
- Follow template prompts for Assessment section and use provided ACCJC SLO rubric to assess program's placement on this rubric.

5. Facilities and Equipment

6. Technology and Software

- Separate these items into distinct sections, following the template.

7. Staffing

- Explain current staffing and add justification for requested position(s).

8. Future Direction and Vision

- Discuss what program wants to achieve and if it plans to expand, etc.

9. Prioritized Recommendations

10. CTE Review (if applicable)

- Reference data sources.
- Discuss certificates and degrees in relation to job placement and employers.

Revised ARM Program Review document will be submitted to the APRC by Friday October 25, 2013.