

## Academic Program Review Committee

**Program:** Welding

**Date Reviewed:** 3/26/2015

**Resubmittal Date:** By end of spring 2015 semester

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

### General Comments:

- **Spell-check and edit when draft is complete**
- **Avoid use of “I” to represent program**
- **Remove repeated/redundant passages**
- **Revise to eliminate number and percentage inconsistencies**
- **Recommendations are not always supported to the preceding text. Make sure Recommendations make sense based on what you say leading up to them.**
- **With sources, include citation, or, if not available, use years for reports.**

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>• “3 new classes and stackable certificates” may not be understood by general audience (4).</li></ul>
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)	<ul style="list-style-type: none"><li>• Passages in this section are repeated 2, 3, or sometimes 4 times later in the document. Avoid this and say “See comments in section...”</li></ul>
d) Discuss the status of recommendations from your previous program review.	<ul style="list-style-type: none"><li>• Use Recommendations from previous Program Review and provide status update.</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>Clarify how program arrived at 30% turn-away figure for head count. Emphasize that there may even be a greater need because students who have not been able to add may not show up (10).</li> </ul>
b) Course grade distribution	
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>Discuss success rates more thoroughly. Your program has good success rates, so definitely emphasize what IRP data has shown.</li> <li>You can add in examples of student success after responding to IRP data set.</li> <li>You must establish a success "floor" below which you do not want the program to fall. IRP will assist and send you some of this data.</li> <li>Paragraph on page 12 repeated on page 28. Also, watch for inconsistent percentages between page 12 and page 28.</li> </ul>
d) Retention rates	
e) A comparison of success and retention rates in face-to-face classes with distance education classes	<ul style="list-style-type: none"> <li>Distance education refers to online/hybrid offerings.</li> </ul>
f) Enrollment statistics with section and seat counts and fill rates	<ul style="list-style-type: none"> <li>Keep focus on program in this section. You move into some of the repeated industry background language through here.</li> </ul>
g) Scheduling of courses (day vs. night, days offered, and sequence)	
h) Improvement rates (if applicable)	
i) Additional data compiled by faculty	<ul style="list-style-type: none"> <li>Possible to do anything to recruit females of the program?</li> </ul>
j) List any related recommendations.	<ul style="list-style-type: none"> <li>Consider how and where you will present all your Recommendations. Some of these Recommendations are surprising and not justified by the preceding language – may be better in staffing, equipment, etc. sections.</li> </ul>

3. Curriculum Review	Comments
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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.	<ul style="list-style-type: none"> <li>Indicate that the list on page 22 is all your new courses. Indicate which were added due to repeatability, and show which are new/rewritten for other reasons.</li> </ul>
c) Explain any course deletions and inactivations from current course offerings.	<ul style="list-style-type: none"> <li>Be specific: which courses have been inactivated.</li> </ul>
d) Describe the courses and number of sections offered in distance education. (Distance education includes hybrid courses.)	<ul style="list-style-type: none"> <li>Distance education refers to online/hybrid offerings.</li> </ul>
e) Discuss how well the courses, degrees, or certificates are meeting students' transfer or career training needs:	<ul style="list-style-type: none"> <li>See below</li> </ul>
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?	<ul style="list-style-type: none"> <li>Answer this prompt directly somewhere in this section.</li> </ul>
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	<ul style="list-style-type: none"> <li>Some industry background and advisory committee input is good, but focus this section more on how these changes will influence the curriculum and delivery of your program over the next four years (specific classes, specific components of classes, etc.).</li> <li>Include any training you need to do to stay current in the field.</li> </ul>
f) List any related recommendations.	<ul style="list-style-type: none"> <li>Again, some of these Recommendations are surprising and could maybe be covered better in your explanation of curriculum added/revised. Most of the equipment and staffing Recommendations could be moved to those sections in this document. Make sure you</li> </ul>

	mention these equipment needs here in relation to curriculum changes.
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<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.	<ul style="list-style-type: none"> <li>Use information from SLO website to show SLOs, alignments, timelines, etc.</li> </ul>
b) Provide a timeline for course and program level SLO assessments.	<ul style="list-style-type: none"> <li>See above.</li> </ul>
c) State the percent of course and program SLO statements that have been assessed.	<ul style="list-style-type: none"> <li>Clarify that there are many new courses with new SLOs, so program is moving ahead with these new timelines, etc.</li> </ul>
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>Be specific about what past SLO and PLO assessments have shown. These are just general comments right now, but you can use your SLO/PLO action items to show how assessments have led the program to make teaching changes, request resources, etc.</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)	
f) Describe how you have improved your SLO process and engaged in dialogue about assessment results	
g) List any related recommendations.	<ul style="list-style-type: none"> <li>Connect Recommendations to what you've found from those SLO and PLO statements (item 4.d).</li> </ul>

<b>5. Analysis of Student Feedback</b>	<b>Comments</b>
a) Describe the results of relevant surveys.	<ul style="list-style-type: none"> <li>Good work on this section. Your program has done a good job tracking student work and achievement after taking classes. If possible keep this up and see what the college can do to assist in the future.</li> </ul>

b) Discuss the implications of the survey results for the program.	
c) List any related recommendations.	<ul style="list-style-type: none"> <li>Clarify whether this is an actual Program Review Recommendation – it doesn't appear to be one.</li> </ul>

6. Facilities and Equipment	Comments
d) Describe and assess the existing program facilities and equipment.	<ul style="list-style-type: none"> <li>As you discuss this section, do mention the new building and what the program did/did not get in the new building.</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.	
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.	
g) List any related recommendations.	<ul style="list-style-type: none"> <li>Move most of the previous Recommendations that are related to Equipment and Facilities into this section.</li> <li>Include ongoing needs such as metals, holders, etc. so it's clear that your courses and the equipment you use require significant amounts of supplies.</li> </ul>

7. Technology and Software	Comments
a) Describe and assess the adequacy and currency of the technology and software used by the program.	<ul style="list-style-type: none"> <li>See similar Equipment &amp; Facilities comments which also apply to this section.</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.	

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.	<ul style="list-style-type: none"> <li>• Move Tech and Software Recommendations into this section. Again, introduce and discuss these needs in any relevant sections, but put Rec in most appropriate location.</li> </ul>

8. Staffing	Comments
a) Describe the program's current staffing, including faculty, administration, and classified staff.	<ul style="list-style-type: none"> <li>• Directly state number of Ft and PT faculty.</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>• Be specific re: any ongoing hiring processes, etc.</li> </ul>
c) List any related recommendations.	<ul style="list-style-type: none"> <li>• Clarify cost for FT faculty in Recommendations.</li> </ul>

9. Future Direction and Vision	Comments
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>• Leadership seems to be a major movement in your industry – is there anything the program can do to plan for this need, either within classes or through, for instance, Business class/management requirement? OK to discuss program possibilities, cooperation with other I&amp;T programs, etc.</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>• See above.</li> <li>• Give specific ideas about areas the program may move into, for example composites, etc.</li> </ul>
c) List any related recommendations.	

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.	<ul style="list-style-type: none"> <li>• Make sure all Recommendations from the preceding sections show up on this final, prioritized list.</li> </ul>
b) Explain why the list is prioritized in this way.	

#### CTE Questions Feedback

- Clarify that Long Beach closed its program.