

ACADEMIC PROGRAM REVIEW COMMITTEE  
**Solano Community College**

Membership:

Chris McBride – School of Liberal Arts  
Vitalis Enemmuo – Health Sciences  
Ruth Fuller – Library/Counseling  
Maureen Powers – Social and Behavioral Sciences  
Kevin Spoelstra – Applied Technology and Business  
Dmitriy Zhiv – Math

Ex Officio:

Robert Gabriel – Dean of Health Sciences  
Office of Research and Planning: Peter  
Cammish and Pei-Lin Van't Hul  
Consultant for VPAA matters—David  
Williams

**Minutes – Monday, March 13, 2017**  
**2:30-4:00 pm, Room 1301**

1. Approval of Agenda –1<sup>st</sup> Ruth, 2<sup>nd</sup> Chris
2. Public Comment—none
3. Minutes from 2/27/17 –vote for approval; 1<sup>st</sup> Dmitriy, 2<sup>nd</sup> Chris; approved without amendments
4. Coordinator's report/Discussion items

a. The coordinator raised two interrelated issues: whether the data charts in the templates could or should be streamlined, and whether the data charts are too extensive to be included in the report, even as appendices. The coordinator showed a template that has been prepared for Music faculty, with select parts of Institutional Research and Planning data charts inserted, and the bulk added as appendices.

Ruth addressed the issues raised in the 2/27 meeting, regarding whether or not it would be appropriate for the coordinator to “prepackage” the data in the template on behalf of program faculty. Committee members noted the advantages of imbedded data; faculty can focus on analysis rather than hunting for information, which can be daunting. The committee decided that the amount of data was appropriate, given that the report should be used as reference for six years. The program data provided in a PDF by Institutional Research could be attached as an appendix in entirety.

Peter noted that some programs, like Music, have extensive data charts because of cross-listed courses. He noted that, rather than just provide data charts and let faculty draw their own conclusions, Institutional Research and Planning could instead provide data that shows to what extent the program diverges from a pre-determined college threshold. The committee discussed the possible advantages and disadvantages of this option—while faculty would no longer be free to draw their own conclusions about what the data shows, they would be able to see clearly areas of concern or strength, and would be able to focus on solutions and effective strategies. Also, the data would be more standardized. The committee decided that this issue should be raised and discussed at the Senate level.

b. The Coordinator noted that the draft template for CurriCUNET Program Review Module will be discussed in Senate in the March 20 meeting.

c. The Coordinator noted that Program Review is sometimes a process in which Programs that have fallen through the cracks send up an emergency flare, looking for help. In one program review report, faculty members have expressed interest in being in School A rather than School B. Deans of Schools A and B have agreed to a change, if that's what the faculty members want. However, the college lacks a procedure or policy regarding where programs "live." David noted that there should be a procedure in place, and added that it's not unusual for this to be a faculty-driven process that moves upwards, rather than a top-down decision (a *college-wide* reorganization would be a top-down decision, made by the Superintendent/President). The committee decided that this issue should be raised at the Senate level, with the suggestion that the Senate develop a policy.

d. The College Mission Statement was out-of-date in the 2017 template; that section of the template was revised and a new document uploaded to the college website.

5. Action items: The committee was asked to review the proposed handbook revisions for the next meeting. The coordinator will raise three issues at the next report to Senate (3/20/17):

- ISSUE 1: Program Review Update form
- ISSUE 2: Raw data versus baseline analysis
- ISSUE 3: Policy for programs seeking to move from school to school

6. Adjournment; 1<sup>st</sup> Ruth, 2<sup>nd</sup> Chris

7. Foreign Languages discussion (Dmitriy, Ferd)