

ACADEMIC PROGRAM REVIEW COMMITTEE

Solano Community College

Minutes – Monday November 14, 2016

2:30-4:00pm Room 444

In attendance: Amy Obegi, Lue Cobene, Vitalis Enemmuo, Ferdinanda Florence, Ruth Fuller, Robert Gabriel, and Maureen Powers.

Approval of Agenda, 1st L. Cobene, 2nd M. Powers, approved unanimously.

Approval of Minutes from 10/24/16, 1st L. Cobene, 2nd F. Florence, passed unanimously.

Public Comment – None.

Introduction of New Members – Kevin Spoelstra from Aeronautics said he would represent CTE, and Dmitriy Zhiv said he would represent Math/Science starting in the spring.

Action Items, F. Florence made a motion that the three below mentioned programs have gone through the program review process and should be considered complete. L. Cobene seconded and the motion carried unanimously

1. AutoBody has completed the program review process and is ready to be published on the Solano College website.
2. Horticulture has completed the program review process and is ready to be published on the Solano College website.
3. Sociology has completed the program review process and is ready to be published on the Solano College website.

Discussion/Information Items:

1. *Modifications of Template*. The following modifications were suggested based on a review of the template:
 - a. In section 1.2, write out the numbers two and three.
 - b. In section 1.6, clarify that the question is talking about previous program reviews and include a mention of evidence of improvements.
 - c. In section 2.5 clarify that the quality rubric is a document that should be referenced. In the second to the last bullet point, mention that the goal is program improvement.
 - d. It was suggested to add bullet points to section 5.1 so faculty can more easily see the aspects of student success that should be described. It was suggested

to add a bullet about how course prerequisites of advisories can potentially impact success.

- e. Add in section 6.1 a mention about the full-time versus part-time ration.
2. *Integrated Planning Meeting* to be held on Friday, November 18th – After the meeting is held, the program review committee will have more guidance to direct the updates to the program review process and handbook.
3. *Discussion of timeline for PR process and consequences* – A. Obegi asked the committee to think about the timeline ahead of the next meeting. Discussion tabled.
4. *Adjunct program review pay form* – A. Obegi mentioned that the Assessment Committee is devising a form to record SLO pay for adjunct faculty members. VPAA V. Guleff would like us to create a similar form for program review. This will need to be created Spring 2017.
5. *Program Review Yearly Follow-Up in CurriCUNET*, A. Obegi showed the committee the “Sandbox” for the Assessment Module in CurriCUNET Meta. The committee stated they would like to have a Program Review Yearly Update Module so faculty can input their goals, report on the status, and update yearly or more frequently as needed. The hope is that these goals can be used as the basis for the integrated planning process. In other words, they can be accessed by various committees that make planning decisions (instructional equipment, technology, hiring, etc.).
6. *Faculty Review of Art Program Review* – A team of faculty reviewers provided feedback on the Art Program Review. We will wait for one faculty committee member, who wasn't able to be present, to provide feedback, and then A. Obegi will compile the feedback and send to Art.

Meeting adjourned at 4:28pm.

The next meetings are:

Special Meeting on November 21

November 28