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ACADEMIC PROGRAM REVIEW COMMITTEE
Solano Community College

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Membership:
Ferdinanda Florence—Coordinator
Kevin Spoelstra—Applied Technology & Business
Nick Cittadino—Counseling
Vacant—Health Sciences   **Ex Officio:**
Chris McBride—Liberal Arts   Damany Fisher—Research & Planning
Katherine (Kitty) Luce—Library   David Williams—VPAA
Dmitriy Zhiv—Math   Vacant—Dean
Maureen Powers—Social & Behavioral Sciences

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Minutes—Monday, Feb. 25, 2019
2:30-4:00 p.m., Room 902

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1. Approval of Agenda—1st Dmitriy, 2nd Nick
2. Public Comment—none
3. Minutes from 1/28/19 and 2/11/19 approved, as amended—1st Chris, 2nd Dmitriy
4. Coordinator's report and discussion items
   a. Master schedule: coordinator reviewed the master schedule (formerly the "Assessment Schedule") created by Senate President and Coordinators. The schedule was modified from previous versions to get Schools on track for curriculum review, PLO assessments, etc. Committee members discussed the difficulty of staying on track when faculty are generally unaware of the Master Schedule and there is no pressing urgency to balance against the amount of work the Schedule entails. The Coordinator will send out the Master schedule to committee members, with Program Review-related target dates highlighted.
   b. Drafting report: Nick and Kitty will review Drafting's Program Review report for the next meeting.
   c. Pre-loaded templates and surveys for School of Social & Behavioral Sciences: Coordinator showed committee members examples of standard surveys, with PLO-related questions customized for each program. Coordinator also reviewed pre-loaded report templates, noting the kind of information pasted in, including data provided (via Tableau) by Institutional Research & Planning and planned actions from previous program review reports or update forms. Coordinator will send relevant faculty these documents in advance of the School's March 15 meeting, which the Coordinator will attend to review the Program Review process and answer questions.
   d. Curriqunet PR module in "sandbox": Coordinator showed Committee members the current status of the Curriqunet module. About 25% of the module's 40 tabs have been created, with some functionality problems in essential areas. The Coordinator noted that the system would not be used until all tabs were complete and fully-functional, without apparent glitches, typos, etc. Given the current pace of module development, the Coordinator expects completion in another six months. The Committee discussed the technical limitations of the module, such as the necessity of attaching all data as files at the bottom of each tabbed page. Committee members

noted how some aspects of the current template in Word allows for easier viewing and recording of data than the online module, which is contrary to the expectations for an online system. For example, the format of the "goals" page, even when functioning properly, may not present much of an improvement over the template currently in Word, which presents a table in Section 1 to document previous goals and their status, and a separate table in Section 7 to record future goals and action plans.

e. eLumen presentation: Coordinator reviewed the key points of the Feb. 11 presentation, and Committee members discussed the advantages of the eLumen system over the Curriqunet module:

    i. "WISYWIG" customizable content, eliminating the need to create a helpdesk ticket to make changes to text and format;

    ii. Imbedded data charts, automatically generated with information from Banner; and

    iii. Integrated planning tools to link Program Review to resource requests and resource approval processes.

The system would also provide a platform for Service Area Program Review processes, which have not been pursued in a systematic or robust way at the College.

f. Recommendation to the Senate: Having compared the potential of eLumen with the current status of the Curriquenet module, the Committee members agreed to formally recommend the College's adoption of eLumen to the Academic Senate. The Committee vote will be held at the next Program Review meeting (3/11), and the results of the vote will be presented by the Coordinator at the following Senate meeting (3/18).

g. Handbook revisions: To be discussed next meeting.

5. Adjournment –1st Kevin, 2nd Dmitriy