



Academic Senate & Subcommittee

Committee Goals and Self-Assessment for Academic Year 2020-2021

Committee Name: Academic Program Review Committee

Committee Roles and Responsibilities:

The roles and responsibilities of the Academic Program Review Committee are to initiate and implement a standardized process to evaluate academic degree programs, to provide feedback on program review reports, to periodically review APR processes and make policy recommendations to the Academic Senate, and to serve as a resource for departments/programs under review.

Meeting Days/Times: 1st and 3rd Mondays, 2:30pm – 4:00pm (see Year-End Committee Eval, page 4)

NOTE: Meetings suspended for Spring 2021

ACCJC Standard(s) Addressed:

- Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity
- Standard II: Student Learning Programs and Support Services
- Standard III: Resources (Human, Physical, Technology, Financial)
- Standard IV: Leadership and Governance

Committee Members:

- Coordinator: Rachel Purdie
- Liberal Arts: Chris McBride
- Applied Technology & Business: **Vacant**
- Social & Behavioral Sciences: **Vacant**
- Math & Science: Dmitriy Zhiv
- Health Science: **Vacant**
- Counseling/Library: Nick Cittadino
- Ex Officio: Sandy Lamba, David Williams

Committee chairs are responsible for completing reports after dialog with committee members. Assessment of committee progress is integral to SCC’s continuous improvement process.

#	Initiative / Goal	Description for this Initiative / Goal
1	Complete Social and Behavioral Review cycle	Assist SBS faculty in completing remaining program reports; provide feedback and complete review process.
2	Update eLumen program review module	Meet with eLumen to assess new capabilities/features; shift data burden from Research and Planning/Coordinator to eLumen autogenerated data as much as possible.
3	Review template and modify to minimize need for faculty to seek/review external data	Cut or modify questions that require excessive review (e.g., curriculum review of prerequisites); use questions about



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		student survey results in place of (rather than in addition to) Research and Planning data-driven questions
4	Seek feedback regarding reduced template	Share “reduced” template with SBS faculty or small task force for feedback
5 NEW	Contact Deans of HS and Counseling to set up Zoom meetings with faculty to give an overview of eLumen module	Schedule times to speak with HS and Counseling faculty via Zoom during School meetings
6 NEW	Provide HS and Counseling faculty with surveys to administer to students	Student surveys are helpful for collecting program data; coordinator will provide the surveys using online survey/polling software (Qualtrics, Survey Monkey)

Mid-Year Committee Evaluation Report for Academic Year Dec. 2020

Accomplished and In Progress Initiatives:

Identify the initiatives this Committee has accomplished and whether the initiative has been completed (C) or is in progress (IP) in the status column. Identify additional initiatives if applicable.

#	Initiative Undertaken, Achieved or In Progress	Status C or IP	Accomplishments/challenges for this initiative
1	Complete Social and Behavioral Review cycle	IP	Will review Social Justice when its ready; report to be finished by end of January 2021
2	Update eLumen program review module	C	Both 6-yr and 2-yr templates are available in eLumen
3	Review template and modify to minimize need for faculty to seek/review external data	C	Revised PR templates, approved by Senate. Templates now require minimal data
4	Seek feedback regarding reduced template	C	Feedback used to revise templates
5	Contact Deans of HS and Counseling to set up Zoom meetings with faculty to give an overview of eLumen module	IP	New goal, Spring 2021
6	Provide HS and Counseling faculty with surveys to administer to students	IP	New goal, Spring 2021



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Year End Committee Evaluation Report for Academic Year: April 2021

Part 1 Accomplished and In Progress Initiatives:

Update the initiatives this Committee has accomplished in the corresponding academic year. For Status, please indicate **C** (completed) or **IP** (in progress). Make recommendations for the upcoming academic year where appropriate, or referrals to other committees, as applicable.

Committee chairs are responsible for completing reports after dialog with committee members. Assessment of committee progress is integral to SCC's continuous improvement process.

#	Initiative Undertaken, Achieved or In Progress	Status C or IP	Accomplishments/challenges/recommendations for this initiative
1	Contact Deans of HS and Counseling to set up Zoom meetings with faculty to give an overview of eLumen module	IP	Beginning this in Fall of 2021 will likely be more helpful for program faculty
2	Update student survey template for 2021 to reflect pandemic-era change in course modality*	C	Survey was updated in mid-February
3	Provide HS and Counseling faculty with surveys to administer to students	C	Student surveys were entered into Qualtrics by R&P; survey links were sent to program faculty on 3/30/2021. For the Liberal Studies AA, the student survey was sent to select faculty who teach ENGL 001, ENGL 004, MATH 011, MATH 012, PSYC 001, BIO 015, and ART 010.
4	Assess current APR status of all CTE programs*	C	Relevant CTE programs who are due/overdue for a 2-yr abridged report have been identified and notified. These reports will be due by Dec., 2021
5	Enter program-specific templates (HS, Counseling, and CTE programs) into eLumen and assign relevant faculty as collaborators *	IP	In progress; will likely finish this task over the summer
6	Determine new day/time for APR committee meetings, beginning Fall 2021*	C	To accommodate Academic Senate moving to 2 nd and 4 th Mondays, APR will now meet on the 1 st and 3 rd Mondays from 2:30 – 4:00pm
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Part 3: Complete Self-Assessment Narrative:

Self-Assessment

- To what degree has the committee met its roles and responsibilities?
The committee has met its stated roles and responsibilities.
- How can the committee improve its effectiveness in meeting these roles and responsibilities?
There are still several vacant committee positions that were not filled this academic year (AT&B, SBS, and HS). Moving into AY 2021-22 when the APR resumes regular meetings, it is essential for the APR committee to be fully represented by all divisions in order for faculty to receive feedback on their reports in a timely fashion.
- How effective was the committee in completing its initiatives?
Despite a pandemic, an entirely remote work model for AY 2020-2021, and a change in APR leadership (Spring 2021) the committee was mostly effective in completing its initiatives. Due to the pandemic, timeline for program review completion had to be revised several times and the master calendar was updated in April 2021; this understandably created some confusion over when exactly schools were in their program cycle.
- How might the committee improve its effectiveness in regard to completing initiatives?
Faculty training and support with eLumen will likely help streamline program-review completion beginning in the Fall of 2021.
- How effective was the committee in impacting student success?
Program-specific student surveys for Health Sciences and Counseling were distributed to relevant faculty in March 2021 (for their 6-yr report due Dec. 2021). This student feedback should help departments better assess the needs of their students and ultimately increase student success.
- How might the committee improve its effectiveness in regard to impacting student success?
ELumen can help faculty view and analyze some program success data while they are completing their program review reports, and both the 2-yr and 6-yr templates ask faculty to address issues related to student success. However, the data in eLumen is not as detailed as the data provided by Research & Planning in the interactive online factbook. In order to encourage honest conversations within



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departments, the APR Coordinator should provide program faculty with student success data on DI student populations from the online factbook. In addition, the APR committee should continue to advocate for faculty to interrogate their individual and/or department-wide success data regularly, not just when it's program review time.

- What resources are needed to assist the committee in meeting its initiatives?

Like the previous APR Coordinator stated in her end-of-year evaluation in 2020, the largest resource needed to assist the committee in meeting its initiatives is time. The backend of eLumen is clunky and cumbersome; all program templates must be created individually and relevant faculty collaborators must be added to each template manually. In order to help guide faculty through the process, the APR Coordinator should be readily available most of Fall 2021.

Recommendations

- Provide recommendations for changing the description or composition of the committee to achieve its initiatives addressed for next year.

The committee description is current and accurate.

- What topics should be addressed by the committee next year?

Topics to be addressed by the APR committee next year include supporting Health Sciences and Counseling faculty as they complete their 6-yr reports in eLumen, and CTE programs as they complete their 2-yr abridged reports. Additionally, the APR committee will need to assess the logistics of non-program faculty reviewing reports in eLumen.

- Are there additional roles or responsibilities this committee should be addressing?

The current roles and responsibilities of this committee are appropriate.

- What issues, initiatives, or work has the committee identified that other committees, service areas, and/or disciplines or Schools should address next year?

N/A