

Program Review Committee Meeting

Friday 2/3/2017 1:00p - 2:30p

Room 160 of the Thames Learning Resource Center (Building #7) on the City Park Campus

Agenda

Chair: Patricia Ross

Ex Officio Members: Kathleen Curphy, Emily Cospers, Harold Gaspard, Thomas Gruber, Stanton McNeely, Patrice Moore, Cheryl Myers, Warren Punecky, Juan Ren, Jeanne Samuel, Timothy Stamm

Members: Crystal Andrews, Douglas Brewster, Donald Davenport, Michelle DeLima, Diondra DeMolle, Raymond Duplessis, Tamika Duplessis, Kathy Favret, Elizabeth Feltey, Krista Lawrence, Jennifer Limon, Mark McLean, Michael Santos, Shaye Hope, Yolanda Skinner, Tandra Taylor, Tiquiena Varnado, Ed VanAvery

Introductions

New members, Dr. Yolanda Skinner and Executive Director Ed Van Avery

Approval of Minutes (with amendment)

Crystal Andrews: Amendment to the minutes:

Accounting only offers two credentials (as of 2011-2012): A.A.S. and C.T.S.

Review Executive Summaries of Year 1 Program Reviews and approve
Curriculum Committee approves Program Reviews at Feb/March meeting

Culinary Arts, A.A.S. / TCA's Culinary Arts: Line Cook, C.T.S. Culinary Management, C.T.S. Pastry Arts, C.T.S.
Accounting, A.A.S. / C.T.S, TCA
Audio Engineering, Music Business, TCA's
Care & Development of Young Children, A.A.S / TCA's
Clerical Automation, TCA
Computer Aided Design and Drafting, A.A.S. / C.T.S./TCA's
Cosmetology, T.D. and Barbering
Dietetic Technician, A.A.S. – Moved to year 3
Electrical-Electronics Engineering Technology, A.S./TCA
Funeral Service Education, A.A.S.
Horticulture, C.T.S.

Interior Design, A.A. Kitchen and Bath Design, C.T.S. - Moved to year 2
Motor Vehicle Technology, A.A.S. / C.T.S./ TCA's
Nuclear Medicine Technology, P.A.C.
Pharmacy Technician, C.T.S.
Radiologic Technology, A.A.S.
Veterinary Technician, A.A.S.
Visual Communication – Graphic Design, A.A.S

Recommendation: make Year 2 assignments and start the process during spring semester

Deans match Program Reviewers with Lead Faculty

Progress report from Subcommittee meetings Jan 13, 20 and 27 following Convocation presentation

Procedures Guide

Annual Program Review Cycle template

Will present to Dr. Curphy for review and presentation to Academic Affairs and Dean's Councils.

Career Pathways Development – Cameron Christy

Discipline Review – Tim Stamm

Program Health Index update – Dr. Curphy

Next steps

Program Review Committee Meeting

Minutes 2/3/17

Chair: Patricia Ross

Members present: Crystal Andrews, Jennifer Bennett (for Patrice Moore), Douglas Brewster, Emily Cospers, Donald Davenport, Michelle DeLima, Diondra DeMolle, Elizabeth Feltey, Shaye Hope, Krista Lawrence, Mark McLean, Warren Punecky, Juan Ren, Michael Santos, Timothy Stamm, Ed VanAvery

The Program Review Committee held its spring meeting Friday, February 3, 2017 in Room 160 of the Thames Learning Resource Center on the City Park Campus.

The committee welcomed two new members, Dr. Yolanda Skinner and Executive Director Edgar Van Avery. Minutes from our fall meeting were approved with an amendment from Crystal Andrews (Accounting only offers two credentials (as of 2011-2012): A.A.S. and C.T.S.)

Executive Summaries of Year 1 Program Reviews were presented:

Culinary Arts, A.A.S. / TCA's Culinary Arts: Line Cook, C.T.S. Culinary Management, C.T.S. Pastry Arts, C.T.S.	Shaye Hope
Accounting, A.A.S. / C.T.S, TCA	Crystal Andrews
Audio Engineering, Music Business, TCA's	Michael Santos
Care & Development of Young Children, A.A.S / TCA's	Michael Santos
Clerical Automation, TCA	Krista Lawrence
Computer Aided Design and Drafting, A.A.S. / C.T.S./TCA's	Donald Davenport
Cosmetology, T.D. and Barbering	Douglas Brewster
Electrical-Electronics Engineering Technology, A.S./TCA	Warren Punecky
Funeral Service Education, A.A.S.	Michael Santos
Horticulture, C.T.S.	Douglas Brewster
Motor Vehicle Technology, A.A.S. / C.T.S./ TCA's	Krista Lawrence
Nuclear Medicine Technology, P.A.C.	Juan Ren
Pharmacy Technician, C.T.S.	Juan Ren
Radiologic Technology, A.A.S.	Patti Ross
Veterinary Technician, A.A.S.	Mark McLean
Visual Communication – Graphic Design, A.A.S	Elizabeth Felty

The Program Review for Dietetic Technician, A.A.S. was moved to year 3.

The Program Review for Interior Design, A.A. and Kitchen and Bath Design, C.T.S. was moved to year 2.

Program Reviews will be submitted to Curriculum Committee for review.

Year 2 assignments will be circulated to the committee by February 10.

Program Review Subcommittee meetings were held during Convocation January 13, 20 and 27 following Convocation presentation (participant list attached to minutes). The Program Review Committee reviewed the recommended 'Procedures Guide' and 'Annual Program Review Cycle Template' (attached to minutes). These documents will be presented to Dr. Curphy for review and presentation to Academic Affairs and Dean's Councils.

Cameron Christy made a presentation about her work with Career Pathways Development. The Program Review Subcommittee is recommending that those responsible for Program Review (Program Reviewer and Lead Faculty member) use their rough draft of the Program Review to work with Career Pathways Coordinator before the end of Spring Semester.

Tim Stamm gave an update on his work developing a Discipline Review. When design of the process is complete, disciplines will follow a cycle similar to our current Program Review.

Program Review Charter:

The Committee on Program Review will coordinate and implement comprehensive outcome review processes for academic programs following the guidelines set forth in the College’s policy on Planning and Assessment and as directed by the Planning and Assessment Council. Duties of the Committee will include: (1) the designation of programs for review each semester on three-year assessment cycles; (2) assistance in the execution of the assessment procedures; (3) evaluation of the program review reports; and (4) support for program-based efforts in utilizing the results of the reviews. In addition, the Committee assures that assessment of each academic discipline based on clear goals and objectives is performed within academic departments on a regular basis.

Program Review Procedures:

(1) the designation of programs for review each semester on three-year assessment cycles;

Identify Programs for Review and Appoint Committee Members.

Timeline: Follow Annual Program Review Cycle

(2) assistance in the execution of the assessment procedures;

Include with completed Program Review template:

- Annual Unit Assessment Plans
- Program Health Index
- Career Pathways Development Report
- List of Full time faculty members, Internship hosts and Advisory Committee members
- Articulation Agreements
- Current catalog pages with Program Outcomes listed
- Action Plan*
- Minutes from Advisory Committee meetings

*Deans meet with Lead Faculty (Unit Heads, Program Leads) to create **Action Plan**.

Actions come from the Program Review form as well as Advisory Committee meetings, Annual Unit Assessment plan goals and Career Pathways priorities):

- II. B. 2. What actions/use of results have been taken in response to the assessment results to improve student learning?
- II. C. 3. What actions were taken in response to the assessment results of employer satisfaction of recent program graduates?
- III. A. 3. What strategies is the program taking regarding: Student Enrollment, Persistence (Retention) and Completion (Graduation)?
- IV. B. 1 & 2 What are the opportunities to improve the program? List Action Plan or Suggested initiative to strengthen the program.

Action	Who?	What?	When?	Resources needed?

(3) evaluation of the program review reports

Program Reviewers and Lead Faculty work with IR to ensure current data is submitted in the Program Health Index

Program Reviewers submit final Program Review to Deans for approval

Submit to appropriate faculty and Dean for Action Planning

Deans submit Program Review to the Coordinator of Program Review and Assessment and Vice Chancellor for Academic Affairs and Provost

Presentations to Program Review Committee by committee members

Highlight Strengths, Weaknesses, Opportunities for Improvement

Submit Recommendations to Curriculum Committee

(4) support for program-based efforts in utilizing the results of the reviews.

This will include:

- responsibility for actions/use of results

- opportunities for improvement/action plan

- responsibility for taking budget requests forward

DELGADO COMMUNITY COLLEGE PROGRAM REVIEW CYCLE

February the Program Review Committee will meet. Programs for the following academic year will be chosen for both Program Review and Program Health Index. Committee members will be assigned to review programs along with Lead Faculty members from that program. Deans match Program Reviewers with Lead Faculty (Unit Heads, Program Leads).

Membership will be reviewed. New members will need an orientation and an assignment with a veteran committee member for the first year.

Review of website.

Deans and Lead Faculty will present an update on Action Plans from Program Reviews presented during the previous Fall Semester.

Discuss ways to improve the Program Review process.

Review the Program Review Template to ensure consistency in format across the College. Program Goals must support Division Goals, Academic Affairs Unit Goals and be in alignment with the College Strategic Focus and Mission.

Reviewers work with Lead Faculty and Coordinator for Program Review and Assessment to ensure that the review is completed by the PRC team members and program chair in consultation with program faculty and advisory committee members. This review will focus on five areas of the program:

- I. Program Goals and Rationale
- II. Program Outcomes Assessment
- III. Program Resources and Support
- IV. Program Strengths and Opportunities for Improvement
- V. Program Viability

Before the end of Spring Semester: Program Reviewer and Lead Faculty use their rough draft of the Program Review to work with Career Pathways Coordinator.

September Program Reviewers meet with assigned Lead Faculty to finalize Program Reviews. Program Reviewers and Lead Faculty work with IR to ensure current data is submitted in the Program Health Index.

October Program Reviewers and Lead Faculty submit final Program Review to Deans for approval. Program Faculty and Deans begin work on Action Plan. Deans submit Program Review to the Coordinator of Program Review and Assessment and Vice Chancellor for Academic Affairs

and Provost. Coordinator of Program Review and Assessment creates executive summaries to be presented to the Program Review Committee.

November

Full Program Review Committee meets.

New members will need an orientation and an assignment with a veteran committee member for the first year.

Executive Summaries presented by Program Reviewers to Program Review Committee for review and approval.

Deans submit 'Strengths' in the form of a press release to Marketing and to the Coordinator of Program and Review for an internal newsletter.

Curriculum Committee approves Program Reviews at following month's meeting.

Thank you! Program Review

subcommittee participants:

Anderson, Alencia
Bennett, Jennifer
Brantley, Barry
Brewster, Douglas
Brown, Cheryl
Chisholm, Ronald
Christy, Cameron
Conroy, Patrick
Cosper, Emily
Coulon, Lesha
Falkins, Leslie
Favret, Kathy
Gaspard, Harold
Guenther, James
Jones, Jacqueline
Jones, Larisia
Knowles, Leslie
Langlow, Francesca
Lawrence, Krista
Limon, Jennifer
McLean, Mark
Melson, Lisa

Muhsin, Karen
Palmer, Sandra
Puneky, Warren
Randolph, Jay
Ripberger, Kenneth
Sanders, Erin
Santos, Michael
Sehrt, Diane
Skena, Shannon
Skevington, Deborah
Stephens, Janet
Stevens, Jimmy
Trichell, Steve
VanAvery, Edgar
Varnado, Tiquiena
Welsh, Susan
Williams, Kenneth
Williams, Kiedra
Wilson, William
Ziadeh, Sharon
Zimmerman, Matthew