

Program Review Committee Proposal to PaRC – DRAFT – FOR DISCUSSION

Background October 23, 2015

At Foothill College the instructional unit for program review has been defined as those units containing at least one defined pathway (e.g. ESL), certificate (transcriptable, non-transcriptable, noncredit) or degree. The focus of program review is on program review and viability **and is not meant to replace research on achievement and student outcomes for all courses at the College**. For those student and administrative units (defined as significant organizational or budget areas) that house instructional activities (courses, pathways, certificates, or degrees) they should complete the student services or administrative template but include answers to the course success and enrollment section of the instructional template.

Questions about what is considered a “unit” for Program Review purposes (Elaine Kuo. Initial Recommendation from Andrew LaManque)

- 1) Should **GEOG and GIST** complete one or two program reviews? There is a separate subject code for both programs.

Recommendation: **one program review** as the faculty work together on common instructional components.

- 2) Should CNSL program review also include CRLP?

Recommendation: No. **Career and Life Planning Courses do not lead to a certificate/degree. If the CRLP courses are not included in the CNSL program review it's OK, but I think they still needs to be in some program review somewhere to reflect on the enrollment data, course success rates, equity achievement data, etc. The Program Review process is how faculty and administrators make sure we're on the same page with the “health” of our courses and programs. Some faculty may rely on these CRLP courses for their teaching loads, and/or just enjoy teaching them – in fairness, then, there has to be some formal way to know if their courses are OK, or might be in danger of not being offered. (Think about what happened with the leadership classes).**

Three of the CRLP courses are stand-alones, CRLP 55 and 7 count for FH GE, and 7 counts for the Certificate of Achievement – CSU Breadth. Out of curiosity, where does that CofA get reviewed – would it be appropriate to include the CRLP classes there?

- 3) Perhaps clearer headings are needed regarding whether units are completing an instructional, student services or administrative unit templates? For example, the AUs are all in one category but it is not clear when one looks at the units within CNSL as to what type of program review template they should be completing.

Recommendation: ??.

- 4) How should **General Studies: Science** complete their program review as it is not a separate subject code?

Recommendation: Leads to a degree. **Complete a separate program review by Dean** who will draw on existing data sources. This sounds fine, but which Dean? PSME or BHS? Will be important for faculty in both of these divisions have a chance to contribute/offer feedback.

- 5) **Athletic Injury Care** like General Studies: Science also has no separate subject code. How should they be guided to complete their program review?

Recommendation: Leads to a Degree. **Cover under Kinesiology program review.**

- 6) Should KCI be asked additional instructional questions (LINC program)—the current administrative template does not seem to allow for that (section 1.2) does not appear to allow for that. They are an exception to the rule as the other instructional divisions would have their departments looking at some of the trends lines, etc. Perhaps not relevant because LINC does not currently lead to a transcriptable degree/certificate?

Recommendation: Yes, offer a non-transcriptable certificate (working on a transcriptable one), complete 1C, 1D, 1E, 1F, 1G of instructional template and attach.

- 7) Similar issue regarding NCBS—discussion of unit should be in the PSME div program review? College might want more information than curriculum and training?

Recommendation: Yes, leads to non credit certificate. Include under Dean's AUO, complete 1C, 1D, 1E, 1F, 1G of instructional template and attach.

- 8) What about NCLA? That discussion would be part of the TLC student services program review?

Recommendation: No. Does not lead to certificate. Where do these courses get reviewed then?

- 9) What about DSPS? Should they be asked to discuss their instructional components even though they are stand alone? They have not in the past because of stand along courses which do not lead to a degree or certificate, but if LINC, NCBS, NCEL and NCLA are to be discussed, it will help to clarify process for student services unit (especially if TLC is asked to discuss NCLA).

Recommendation: No. Does not lead to certificate OK, but again then where do the courses get reviewed? Or what other venue exists to get administrator(s) and faculty together to review the data?

- 10) ATHL is noted as completing a student services template but there is a subject code ATHL so should they be asked to complete the instruction section (section 1.2) or not given that ATHL does not lead to a transcriptable degree/certificate?

Recommendation: No. Does not lead to certificate. Where does the data review/discussion for the ATHL courses happen?

- 11) Perhaps VP-Workforce should be removed from the AUs? Should it just be Workforce div? What would be under that unit? Currently, Business/Education Partnerships is listed as its own AU, but am not clear what the rationale is to pull that unit out from workforce versus community ed, internships when all three could be discussed in one program review.

Recommendation: No, major unit – VP area to be consistent with other VP areas, leave as is.

- 12) Should Apprenticeship be moved from AU to Instruction as there are curricular components and data sheets are generated? We do offer completion degrees in APPR, so it may be more helpful for the college if the focus is on their instructional data?

Recommendation: ?? Yes. Offer several degrees. (OR No, leave as is, through a contract not direct instruction.)?? Complete 1C, 1D, 1E, 1F, 1G of instructional template and attach.

- 13) While NCP does not lead to a degree or certificate, there may need to be some consideration given to whether that unit should complete a program review. There is no other mechanism to document this program, its enrollment, resources used/needed.

Recommendation: No. Does not lead to certificate. Although it doesn't lead to certificate, there still needs to be a venue to review these courses/program. Suggest program review is most appropriate rather than creating something novel.

- 14) What would be the recommendation for Music Technology? They are on the schedule to complete a separate program review but there currently is no separate subject code. MUS is slated for an out of cycle comprehensive review so it is unclear how and if they should discuss Music Technology. I know moving forward there will be a MTEC code but that will not affect this year's cycle.

Recommendation: Leads to a Degree. Cover under Music program review. One program review as the faculty work together on common instructional components.

Need to include Non-Credit: Geriatric Home Aide NCSV

<http://www.foothill.edu/programs/programs.php>