



COCC Academic Program Review Process

Program Support and Improvement Task Force Recommendation

Purpose

The Program Support and Improvement (PSI) Task Force convened January 2015 with the purpose of developing a process to review academic programs in support of continuous improvement. This work aligns with COCC's 2013-18 Strategic Plan – Institutional Sustainability – Objective IS 5: Further develop and enhance employees and operational systems to ensure institutional quality and viability. It further aligns with COCC's Academic Master Plan– Priority C: Review and improve programs and processes, Objective C3, Develop a program support and improvement process.

Process

The PSI Task Force researched, developed, and alpha tested a preliminary evaluation tool in 2014-15. Work continued in 2015-16 to further develop the process to accompany the tool, with key questions and definition of the units of review. Three academic programs piloted the process in 2016 and feedback is incorporated into the recommendation.

Recommendation

The PSI Task Force recommends that COCC implement academic program review beginning in Fall, 2016 using the process and timelines developed by the group. Specifically, the task force recommends that:

- COCC conduct academic program review (APR) for the purposes of
 - giving instructional areas the opportunity to conduct a self-study of topics related to the enhancement of student learning, including documenting what is working well, what can be improved, and specific plans for implementing chosen improvement;
 - collect information that will contribute to institutional planning, assessment, and improvement;
 - providing a forum for findings to be communicated to COCC Instructional administration in order to jointly explore and determine ways to address the recommended improvements and celebrate successes;
 - informing the college community about the instructional area.

- Academic program review be conducted at the discipline level. Academic Affairs Committee will be asked to approve a definition of discipline representing a grouping of CTE programs (such as Automotive or Business) or a concentration of courses in a transfer area (such as Psychology or Public Health). Disciplines will be identified by the appropriate faculty, chairs, and instructional deans.

- Disciplines will participate in APR on a five-year cycle which is coordinated with independent accreditation (if relevant) and with program and degree learning outcome assessment.

- Disciplines will be provided with resources to support the self-study including a data set and a training workshop on the suggested procedure. The discipline lead will conduct the review over the fall and winter terms and, working with their chair and dean, create a report. The report will be evaluated by a review team led by their dean, and feedback from the team will be provided to the discipline. The goals identified in the report will form the basis of future academic planning and activity between the dean and the discipline.
- COCC conducts a phased implementation with only five disciplines conducting academic program review in Year 1 (2016-17): Humanities, Structural Fire Science, Math, Veterinary Technician, and either Medical Assistant or Dental Assistant.
- The PSI Task Force continue operations through Year 1 to support the implementation, evaluation and integration of the process. Full implementation will begin Fall, 2017 at which point all disciplines will have a schedule of academic program review once every five years.

Next Steps (pending recommendation approval)

Summer 2016

1. Campus communication by chief academic officer
2. Refine support materials
 - APR Process Guidelines
 - APR Key Questions aligned with data set
 - Suggested Steps for disciplines
 - Review Team evaluation Rubric
3. Develop Web Site
4. Set PSI meeting for early Fall, 2016
5. APR Preparation Workshop early Fall, 2016 (Instructional Deans, PSI members, Year 1 Discipline Leads)

Fall 2016 - Phased Year 1 implementation

Committee Members

Lew Cousineau (CIS faculty)

Karen Ellis (Art faculty)

Bruce Emerson (Science faculty)

Chad Harris (Instructional Dean, Chair 14-15)

Jennifer Jordan (CIS Administrative Assistant)

Jenni Newby (Interim Chief Academic Officer, Chair 15-16)

Brynn Pierce (Director, Institutional Effectiveness)

Tony Russell (Humanities faculty, Faculty Asst. Coordinator)

Paula Simone (Fire Science faculty)

Kathy Smith (Math faculty)

Nick Sphatt (Paramedicine Director)

Vickery Viles (Director, Curriculum and Assessment)

Zelda Ziegler (Science faculty)