



San Diego Mesa College

Academic Program Review

Committee Report Years Two, Three and Five

2006-2007

Presented to President's Cabinet

May 15, 2007





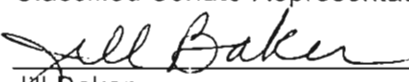
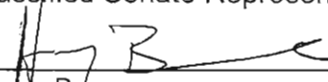
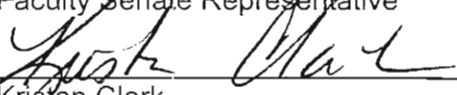
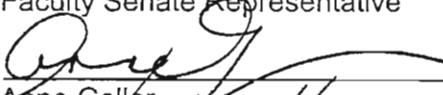


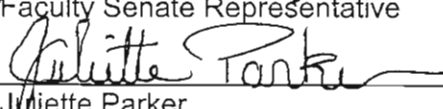
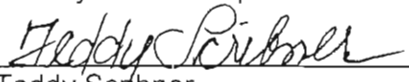
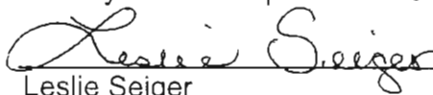
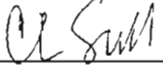

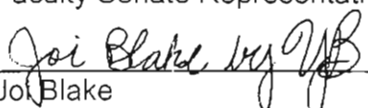
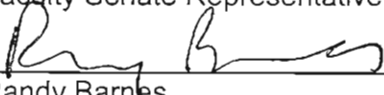
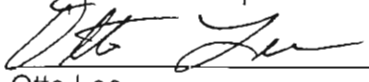
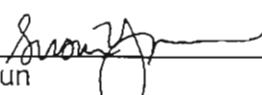
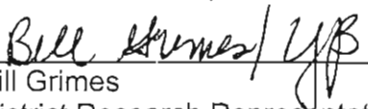
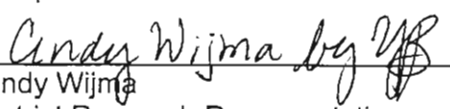
SAN DIEGO MESA COLLEGE
ACADEMIC PROGRAM REVIEW COMMITTEE
COMMITTEE REPORT TO PRESIDENT’S CABINET
YEAR-END REPORT FOR YEARS TWO, THREE AND FIVE
2006-2007

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SAN DIEGO MESA COLLEGE
ACADEMIC PROGRAM REVIEW COMMITTEE
COMMITTEE REPORT TO PRESIDENT'S CABINET
YEAR-END REPORT FOR YEARS TWO, THREE AND FIVE
2006-2007

COMMITTEE MEMBERSHIP/SIGNATURE PAGE:

 Yvonne Bergland Administrative Representative, Co-Chair	 Robert Fremland Faculty Senate Representative, Co-Chair
 Penny Hedgecoth Classified Senate Representative	 Caterina Palestini Classified Senate Representative
 Jill Baker Faculty Senate Representative	 Henry Browne Faculty Senate Representative
 Kristan Clark Faculty Senate Representative	 Anne Geller Faculty Senate Representative
 Ian Kay Faculty Senate Representative	 Guillermo Marrujo Faculty Senate Representative
<i>ON SABBATICAL, SPRING 2007</i> Bruce Naschak Faculty Senate Representative	 Juliette Parker Faculty Senate Representative
 Teddy Scribner Faculty Senate Representative	 Leslie Seiger Faculty Senate Representative
 Chris Sullivan Faculty Senate Representative	 Yohannes Trunen Faculty Senate Representative
 Joi Blake Administrative Representative	 Randy Barnes Administrative Representative
 Otto Lee Administrative Representative	 Susan Mun Campus-Based Researcher
 Bill Grimes District Research Representative	 Cindy Wijma District Research Representative

DATE: May 15, 2007

TO: Members of the President's Cabinet

SUBJECT: ACADEMIC PROGRAM REVIEW YEAR-END REPORT
FOR YEARS TWO, THREE AND FIVE, 2006-2007

Following this memo are the year-end reports for Years Two, Three and Five submitted by the Academic Program Review Committee. The format for these reports was approved by the President's Cabinet in fall, 2003.

Each report contains the following information:

- the names of the lead writer(s)
- the names of the Academic Program Review Committee liaisons
- the committee's findings relative to the forms and/or response sheets
- comments/recommendations/commendations from the Academic Program Review Committee and, when provided, feedback from the lead writers

PROCESS

In November, 2006, the Office of Instructional Services, Resource Development and Research emailed the lead writers to inform them that their academic program review materials were available. For the first time, these materials were placed online. Lead writers were given passwords to access their documents. (See Appendix A, page 13)

On behalf of the Academic Program Review Committee, the Office of Instructional Services, Resource Development and Research sent regular reminders of key due dates to the lead writers and their assigned liaisons. The adjustment of the due date to March 15 in 2005 gave the lead writers an additional two weeks to submit their program reviews to their respective deans. This change has improved the submission rate of program reviews to the deans.

Although this revised timeline gave the deans until the end of March to submit their documents to the Academic Program Review Committee, not all were submitted. Reviews not received within the published timeframe are marked as such in the Year-End Report section beginning on page 6.

Some of the programs experienced unusual circumstances or personnel changes resulting in revision to their original submission dates. In Year Two of the cycle, the Radiologic Technology program reported personnel changes and requested to be reviewed during 2007-2008. The Academic Program Review Committee is supportive of this request. In Year Three, there is no report for Microsoft because during the 2005-2006 cycle it was granted a one-year hiatus to accommodate a study of the program's future. Extensive curriculum changes, including the creation of the Hospitality Cluster, affected two programs in Year Five: Destination and Events Management (formerly Travel and Tourism) and Hotel Management (formerly Hotel-Motel Management). These two programs, along with Culinary Arts/Culinary Management (formerly Food Services Occupations), will be reviewed in the 2007-2008 Year One process as parts of the Hospitality Cluster.

Each academic program review document was read and evaluated by at least two academic program review committee members using the worksheet developed for the specific year involved. After the reviewers discussed their findings, the lead writers were contacted and provided feedback. Lead writers were given the choice of meeting with the reviewers, receiving an e-mail or using the telephone to discuss these findings. Once given feedback from the reviewers, lead writers had time to revise their academic program review documents if they wished to do so. The

committee's final findings were communicated to the lead writers for review and feedback. The feedback from lead writers was used to prepare the committee's Year-End Report. Positive comments were received concerning the process as well as the documents used.

The Academic Program Review committee's Year-End written report was reviewed by the Academic Affairs Committee on April 30, 2007 prior to submission to the President's Cabinet. After review and approval by the President's Cabinet on May 15, 2007, lead writers will receive final copy of their portion of the Year-End Report. File copies will be prepared for the Office of the Vice President of Instruction and the Learning Resource Center (LRC).

Recommendation:

In this final report, the Academic Program Review Committee focused its attention on one (1) major recommendation:

The Academic Program Review Committee strongly recommends that the hiring of additional faculty and classified staff be given the highest consideration by the President's Cabinet.

Rationale: As the committee worked its way through the Years Two, Three and Five academic program reviews, they noticed that there was a repeated need documented. The lack of faculty and/or classified staff in the majority of programs was found to be not only difficult and inconvenient; it also had negative impacts on the programs. These impacts severely affected the accomplishment of program goals as well as influenced workload issues associated with Student Learning Outcomes (SLOs) and curriculum. The additional work associated with the assessment cycle of SLOs (SLOAC) will exacerbate the current situation. These needs were especially evident in those programs where there was only one faculty member.

Next Steps:

For the remainder of this academic year, the Committee will implement the seven (7) recommendations approved by the President's Cabinet on March 20, 2007. These recommendations outline a plan to integrate the College's two (2) existing program review models (see Appendix B, page 14).

The first step involves the expansion of the committee membership to include additional student services representatives. After this step has been completed, a subcommittee will be formed to determine which services are in Year One, Two, Three, Four and Five. The next phase will be a review with possible revisions to the academic program review instruments to facilitate the student services areas. The name on all of the academic program review documents will be changed to reflect the blended approach. Then, basic research needs will be determined. In addition to the campus-based researcher, there will be collaboration with the District Research and Planning Office.

These above suggestions and recommendations are a result of an analysis of the findings, problems, issues, and concerns discussed with our parent committee, the deans, lead writers, and others during the spring 2007 academic program review cycle. We commend the efforts of all academic program lead writers, department chairs and deans who worked so diligently to implement the process and timelines and to complete their reviews on time and in accordance with the approved process.

The Academic Program Review Committee completed its review of all submitted documents and then, the revisions made to these reports by the lead writers, within the process timelines. The following pages contain reports of the Committee's findings resulting from its review and deliberations. All supporting documentation and worksheets are on file in the Office of Instructional Services, Resource Development and Research.

**SAN DIEGO MESA COLLEGE
OFFICE OF INSTRUCTIONAL SERVICES
ACADEMIC PROGRAM REVIEW – YEAR TWO
YEAR-END REPORT, 2006-2007**

Year Two Lead Writers 2006-2007	Program Review Committee Liaisons	Form 3 Goals, Needs, and Plan of Action	Progress Report Response Sheet	Comments/Recommendations from Program Review Committee
American Sign Language/Interpreting (L) •Joseph Halcott/ Barbara Buchanan	Chris Sullivan (Juliette Parker)	C	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. Lead writers are reminded that they should pay close attention to the published timelines and contact their assigned liaisons with questions at any time during the process.
Child Development •Shirley Junior/ Sandra Luhnnow (CDC)	Anne Geller (Guillermo Marrujo)	C	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on short and long term goals as well as new goals were described in an addendum provided by the lead writers.
Consumer Studies ○ Lou Ann Gibson	Leslie Seiger (Ian Kay)	C	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.
Foreign Languages (All) •Dora Schoenbrun- Fernandez	Otto Lee (Rob Fremland)	C	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons reported the lead writer documented the need for additional faculty as well as Classified help.
Geography (*) •Ken Berger	Rob Fremland (Randy Barnes)	C	C	The Committee would like to recognize and commend this first-time lead writer for a high quality report. The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The program review also included unfinished portions of Year One (see pages 13/14 of the 2004-2005 Committee Report). All recommendations were addressed. The lead writer documented the need for additional full-time faculty.

Year Two Lead Writers 2006-2007 (continued)	Program Review Committee Liaisons	Form 3 Goals, Needs, and Plan of Action	Progress Report Response Sheet	Comments/Recommendations from Program Review Committee
Geographic Information Systems (L) •Eileen Goff/Karen Owen	Leslie Seiger (Chris Sullivan)	C	C	The cycle for this program review was changed to 2006-2007 as per page 7 of 2005-2006 Committee Report. The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.
Physical Education •Henry Browne (Fitness Specialist – Lisa Williams; Health – Todd Curran; Dance – Aulani Chun; Athletics – Manny Bautista)	Kristan Clark (Jill Baker)	C	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons reported that the lead writers combined their five (5) reports into one as per the recommendation made by the Committee.
Physics ○ Claude Mona	Anne Geller (Yohannes Truneh)	C	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons reported that this review was very easy to read and there was clear assignment of who was responsible for the goals.
Political Science (L) •John Avorh	Yvonne Bergland (Penny Hedgecoth)	C	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. Program review received April 30, 2007.
Psychology •Yosh Kawahara/ Dina Miyoshi	Leslie Seiger (Joi Lin Blake)	C	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.
Radiologic Technology	No Liaisons	N/A	N/A	One year hiatus from program review due to personnel changes. To be reviewed during the 2007-2008 cycle as Year Two in the spring semester.

**SAN DIEGO MESA COLLEGE
OFFICE OF INSTRUCTIONAL SERVICES
ACADEMIC PROGRAM REVIEW – YEAR THREE
YEAR-END REPORT, 2006-2007**

Year Three Lead Writers 2006-2007	Program Review Committee Liaisons	Midterm Report Response Sheet	Comments/Recommendations from Program Review Committee
Health Information Technology •Teddy Scribner	Kristan Clark (Otto Lee)	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The lead writer provided missing information on institutional effectiveness in the form of an addendum.
History (*) •Mary Lou Locke	Anne Geller (Henry Browne)	C	The Committee would like to recognize and commend the History program for its high quality report. The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. Data collection was cited as a major stumbling block by the lead writer.
Mathematics •Laleh Howard/Judy Ross	Jill Baker (Guillermo Marrujo)	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The assigned liaisons reported that this review was excellent, very clear and thorough.
Medical Assisting (*) •Winifred Khalil	Anne Geller (Randy Barnes)	C	The Committee would like to recognize and commend this first-time lead writer for a high quality report. The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion. The lead writer provided clarification relative to numbering, an added goal and projected completion as requested by the assigned liaisons. These changes were submitted in the form of an addendum.
Microsoft	NO LIAISONS	N/A	One year hiatus from program review and to be incorporated into CISC for future years.

Year Three Lead Writers 2006-2007 (continued)	Program Review Committee Liaisons	Midterm Report Response Sheet	Comments/Recommendations from Program Review Committee
Multimedia •Alfonso Saballett	Yvonne Bergland (Guillermo Marrujo)	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The assigned liaisons noted that one short-term and one long-term goal did not state projected completion dates. The lead writer provided the required information in the form of an addendum.
Music (L) •Igor Korneitchouk	Chris Sullivan (Yohannes Truneh)	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons noted that the program is particularly challenged with the loss of loaned acoustic pianos from Greene Music. Industry consultants indicated that existing pianos owned by the School need to be replaced. The need for additional staff was also documented.
Physical Therapist Assistant •Laura Crandall	Rob Fremland (Joi Lin Blake)	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The assigned liaisons indicated that the report was excellent and very complete.
Real Estate •Shadrick Jeffries	Chris Sullivan (Juliette Parker)	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons noted that no time frames were given for the two new goals added.

**SAN DIEGO MESA COLLEGE
OFFICE OF INSTRUCTIONAL SERVICES
ACADEMIC PROGRAM REVIEW – YEAR FIVE
YEAR-END REPORT, 2006-2007**

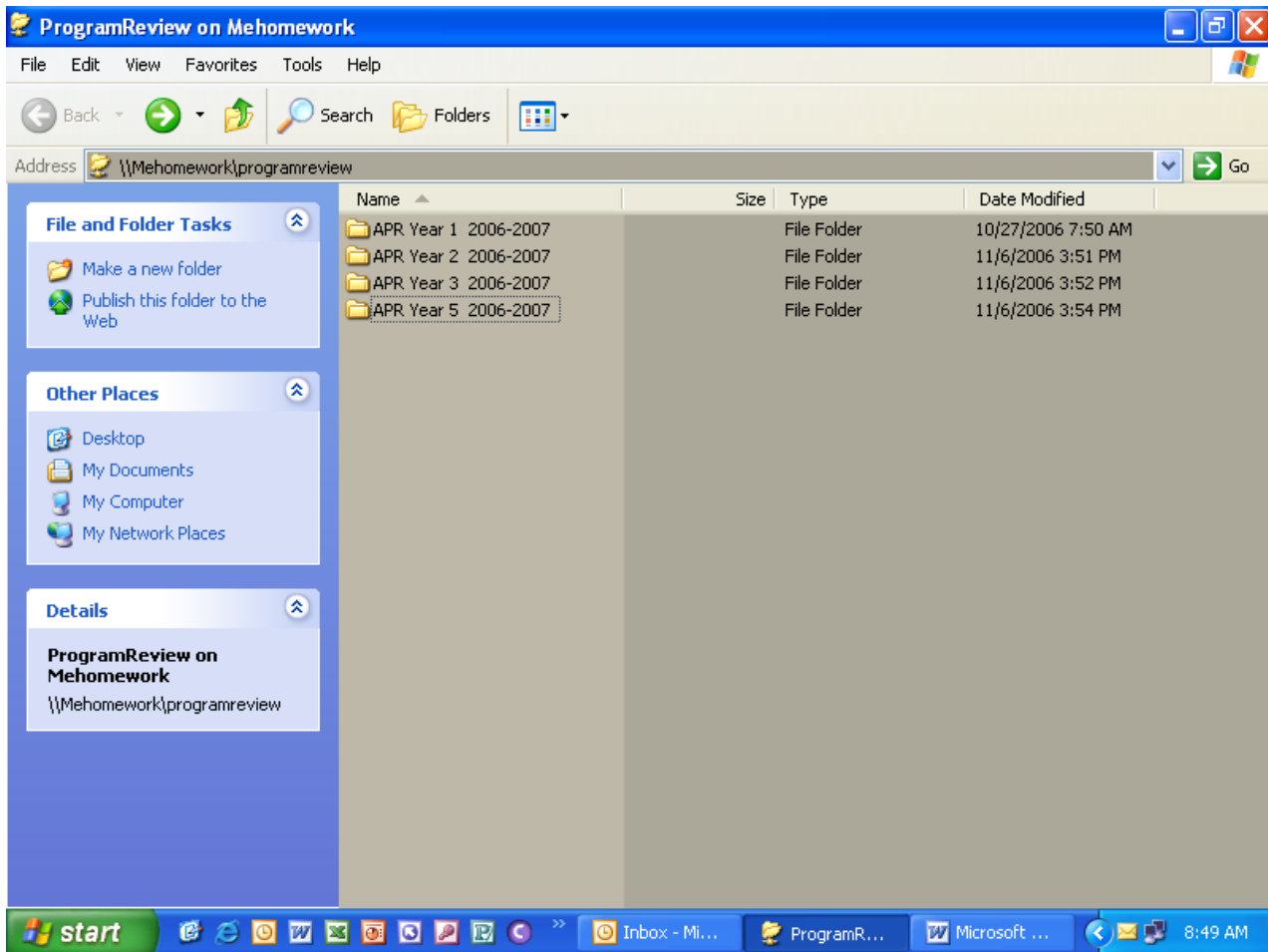
Year Five Lead Writers 2006-2007	Program Review Committee Liaisons	Final Report Response Sheet	Comments/Recommendations from Program Review Committee
Destination and Events Management •Andrea Luoma	NO LIAISONS	N/A	Program changed from Travel and Tourism. To be reviewed in 2007-2008 Year One as part of the Hospitality Cluster.
Dramatic Arts •Kristan Clark	Henry Browne (Jill Baker)	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The assigned liaisons reported the program review was well done. The lead writer identified and explained current challenges facing the program.
English •Chris Sullivan	Ian Kay (Joi Lin Blake)	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.
Hotel Management ▪Andrea Luoma	NO LIAISONS	N/A	Program changed from Hotel-Motel management. To be reviewed in 2007-2008 Year One as part of the Hospitality Cluster.
Marketing •Mariette Rattner	Teddy Scribner (Guillermo Marrujo)	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.
Philosophy •Dwight Furrow	Otto Lee (Randy Barnes)	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.
Physical Sciences(ASTR,GEOL,PHYN) •Gerald Schad	Leslie Seiger (Yohannes Truneh)	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.

Year Five Lead Writers 2006-2007 (continued)	Program Review Committee Liaisons	Final Report Response Sheet	Comments/Recommendations from Program Review Committee
Registered Dental Assisting •Margaret Fickess	Rob Fremland (Leslie Seiger)	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included. The liaisons reported the lead writer documented the need for another full-time faculty member and Classified help.
Sociology •Evan Adelson	Yvonne Bergland (Teddy Scribner)	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.
Speech Communications •Terry Kohlenberg	Juliette Parker (Anne Geller)	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.
Teacher Education (L) ○ Danene Soares	Kristan Clark (Penny Hedgecoth)	C	The program review was completed with all requirements being met. Complete responses were provided. Progress on all short and long term goals has been well documented with any obstacles to their completion included.

SAN DIEGO MESA COLLEGE
ACADEMIC PROGRAM REVIEW COMMITTEE
COMMITTEE REPORT TO THE PRESIDENT'S CABINET
YEAR-END REPORT FOR YEARS TWO, THREE AND FIVE
2006-2007

APPENDICES

Online Program Review Materials



**Academic Program Review
Year One Recommendations
2005-2006**

Recommendation #1

It is recommended that the Academic Program Review model be adopted and used by all the units in Student Services. If needed, a supplemental document will be developed by representatives of the Mesa College Program Review Committee.

Rationale: In addition to bringing the Instructional and Student Services Divisions closer together, this integrated model will support Educational Master Planning and resource allocation. Mesa's academic program review model received commendation during the Accreditation onsite visit and in the subsequent team report.

Recommendation #2

It is recommended that the Academic Program Review five-year cycle will begin Fall, 2007 for the Student Services units.

Rationale: Beginning in the Fall, 2007 will permit the placement of the Student Services units in the appropriate part of the five-year cycle. The Academic Program Review Committee will work with Student Services in determining what units will be in Year One, Two, Three, Four and Five.

Recommendation #3

It is recommended that the membership of the Academic Program Review Committee be expanded to include appropriate Student Services representation.

Rationale: At the present time, the Academic Program Review Committee has three (3) representatives from Student Services. Increasing the membership will bring additional and necessary expertise to the existing committee. These new members will be assigned as liaisons to both academic and student services program reviews following the established procedure. Program review materials and training will be provided.

Recommendation #4

It is recommended that the Academic Program Review Committee provide lead writer training to faculty and staff selected by their respective Student Services units.

Rationale: The selected lead writers for Year One program reviews will be invited to attend the scheduled Year One Lead Writer Training in the fall of 2007. In addition, the Academic Program Review Committee will provide additional orientations and workshops prior to this training to introduce the process to the student services lead writers.

Recommendation #5

It is recommended that the Dean of Instructional Services, Resource Development and Research (Dean) and the Campus-Based Researcher (CBR) work with Student Services units to determine the appropriate research data needed by each to support the program review.

Rationale: The Dean and CBR will assist Student Services with the type and frequency of data required to respond to the program review questions. In some instances, if this data is not available and needs to be collected, goals containing plans of action will be developed.

Recommendation #6

It is recommended that program review findings for Student Services units will be incorporated into the two (2) annual reports presented to the Academic Affairs Committee and President's Cabinet.

Rationale: The content of the Academic Program Review Committee was approved by the Academic Affairs Committee in December 2002. (please see Appendix C of the Academic Program Review Committee Report for Year One, 2005-2006 , page 37)

Recommendation #7

It is recommended that the new model incorporating Academic Program Review and Student Services Program Review be known as the Mesa College Program Review. The committee name should also be changed to reflect this change.

Rationale: The name of the model and the committee should reflect the new integrated and blended approach to program review.