

College Area Review Academic Program Review Orientation

Fall Semester 2017
Dr. Clevette M. Ridguard

Presentation Outcomes

- Provide overview of program review and the CAR process
- Explain expectations
- Review materials needed
- Provide time for Q and A

What is CAR?

College Area Review (CAR) is an institutional review process that faculty, staff, and administrators use to evaluate and assess all academic areas (credit and non-credit) and administrative units including student affairs for the purpose of addressing instructional and institutional improvements.

Inclusive, Systematic, Cyclical Process

- All academic programs, special programs, disciplines, administrative units, and student affairs
- 5 year comprehensive review cycle
- Results in actionable approved recommendations that are monitored until implementation
- Multiple layers of review participation- includes faculty, staff, students, chairs, deans, and vice presidents and provosts, unit administrators, and senior vice presidents
- Includes standing review committee of all College stakeholders (College Area Review Committee)
- Units address data metrics in review

Why is CAR?

- **Important to me?**

- To inform improvements (institutional and student)
 - Teaching and Learning
 - Linkage to institutional decision-making
 - Documentation for institutional effectiveness and edu quality

- **Important to the College?**

- To inform accountability measures
 - Accreditation (regional and program specific)
 - Federal, State and other reporting requirements (Perkins Grants)

Two Parts to CAR

See the
Master Plan

- **#1: Academic Program Review**
 - programs, special programs, and disciplines
 - student affairs, (access, enrollment and success)
 - learning centers
 - credit and non-credit
- **#2: Administrative Review and Assessment**
 - all administrative units at the College

COLLEGE AREA REVIEW

Draft of Master Plan Cycle

ACADEMIC PROGRAM REVIEW

AY 2003 - Year 1		AY 2004 - Year 2		AY 2005 - Year 3		AY 2006 - Year 4		AY 2007 - Year 5	
AY 2008 - Year 6		AY 2009 - Year 7		AY 2010 - Year 8		AY 2011 - Year 9		AY 2012 - Year 10	
AY 2013 (2018)		AY 2014 (2019)		AY 2015 (2020)		AY 2016 (2021)		AY 2017 (2022)	
Area	Title	Area	Title	Area	Title	Area	Title	Area	Title
ACCT	Accounting	DANC	Dance	ANTH	Anthropology	BIOL	Biology (Science)	ASLP	American Sign Language
ARTT	Art	STSU	Student Success	ASTR	Astronomy	BIOT	Biotech (Science)	ARCH	Architectural Technology
BSAD	Business Admin	ENGL	English	AUTO	Automotive Tech	CMAP	Computer Applicati	BLDG	Building Trades Technology
	Computer Gaming	FILM	Film	CCJS	Criminal Justice	CHEM	Chemistry	CMGT	Construction Management
CMSC	Computer Science	HLTH	Health/PHED	GEOG	Geography	EDUC	Education	HMGY	Hospitality Management
	Cybersecurity	MATH	Mathematics	GEOG	Geology	EMGT	Emerg Prep Mgmt	IDES	Interior Design
	Digital Media and	MUSC	Music	AOSC	Meteorology	FIRE	Fire Science	LGST	Paralegal Studies
ECON	Economics	READ	Reading	PHIL	Philosophy	HINM	Health Inform. Mgmt	LNTF	Landscape Technology
ENEE	Engineering Science	COMM	Speech	PRNT	Printing Tech	MHLT	Mental Health	NUTR	Nutrition
	Ethnic Social Stud	THET	Theatre	SOCY	Sociology	NURS	Nursing	PHOT	Photography
GDES	Graphic Design	**	Honors Program	-	Gudelsky Institute	PHTH	Phys. Therapy Asst	PSCI	Physical Science
HIST	History	-	AELP(AELV,AELR, AELS)	-	VDCE	PHYS	Physics (Science)	PSYC	Psychology
MGMT	Management	-	Developmental Education			RADT	Rad. Tech	TYRA	Communications and Broadcast Tech
NWIT	Network/Wireless Tech	**	Montgomery Scholars			SONO	Medical Sonog.	WMST	Women's Studies
POLI	Political Science	-	Renaissance Scholars			SURG	Surg. Tech		General Studies
-	MC-ARTS Institute		Bus/Mgt/Info Sci Ctr					-	General Education
-	Humanities Institute		Math/Science Ctrs					-	World Languages
-	Macklin Bus Institute		SS Computer Ctr					VD&CE	Community Engagement
		**	Labs						

ADMINISTRATIVE REVIEW AND ASSESSMENT

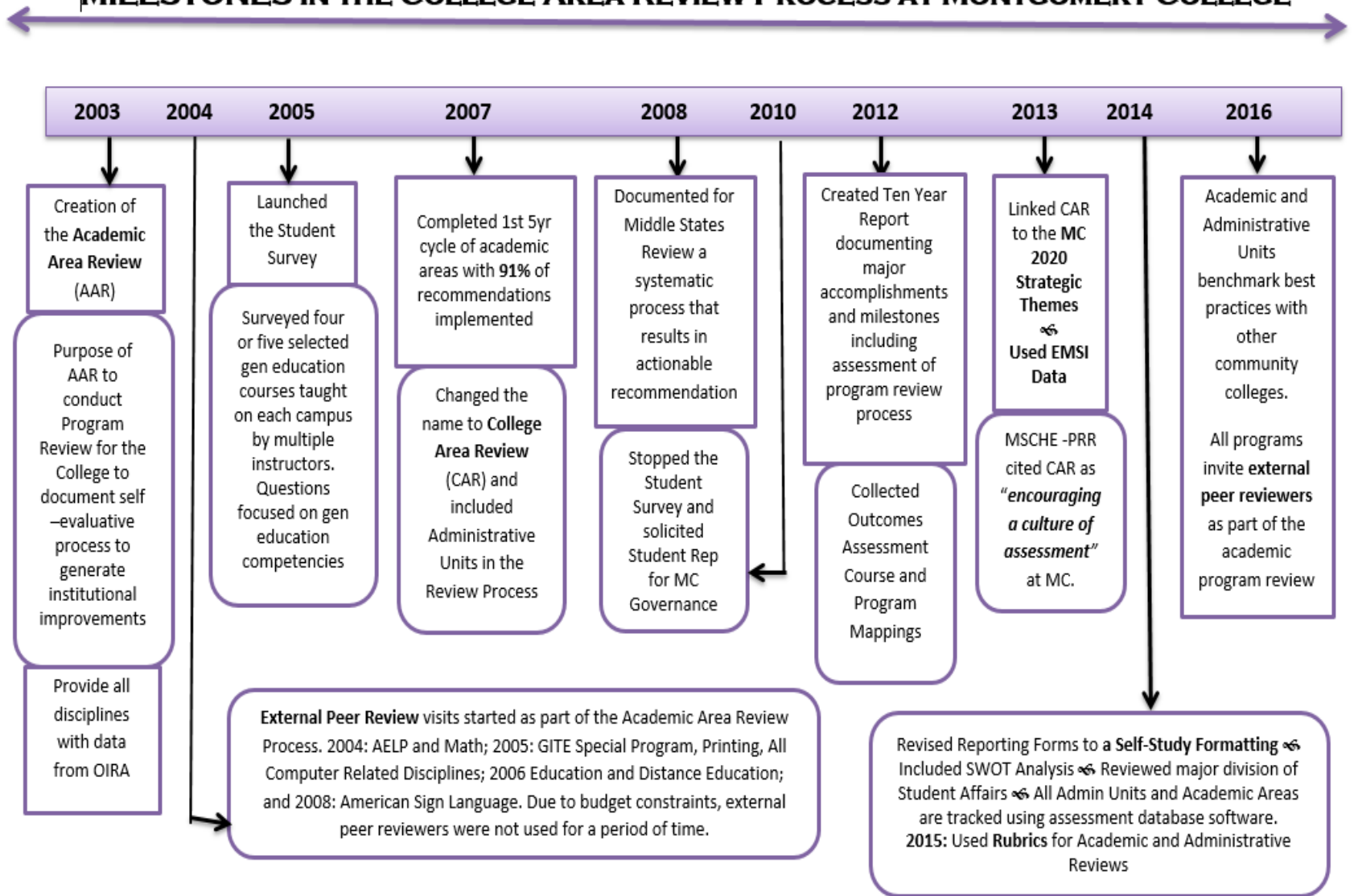
	2008/2013/2018	2009/2014/2019	2010/2015/2020	2011/2016/2021	2012/2017/2022
	Auxiliary Services	Facilities	Mgmt and	HRSTM	OIRE
	Information Technology	***Early Learning Ctrs	Business Services	Financial Aid	OACE
	***Equity and Diversity	Student Affairs	Libraries		Compliance
	Admissions and Enroll	ACE			
	ELITE				
Key	* Special Programs	**Deferred	*** Unit eliminated or changed due to re-organization	Updated	7/28/2017 14:45

Academic Program Review

- History at MC
 - Modifications
- Reviewed
 - Programs: AAS (44) AA (26) AAT (7) AFA (2)
 - Certificates: 63
 - Disciplines and Special Program: + 20
- Approved Recommendations (2003-2017)
 - 92% implemented recommendations (two cycle)
 - Over 1800 recommendations

See Milestone
Report

MILESTONES IN THE COLLEGE AREA REVIEW PROCESS AT MONTGOMERY COLLEGE

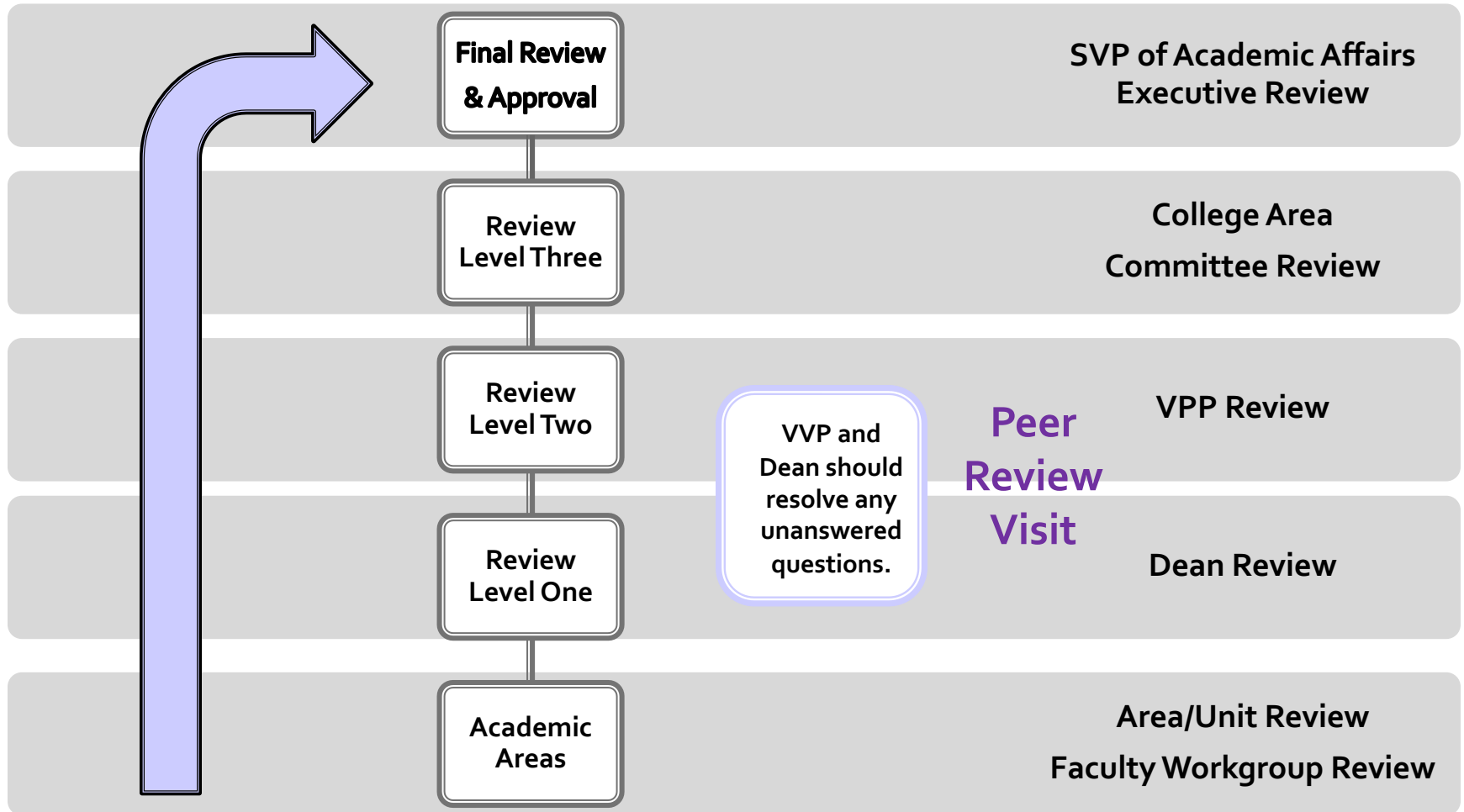


Who is participating this AYR 17-18?

- 13 Programs
- 20 certificates
- 3 disciplines
- 3 special programs
- 12 peer review reports

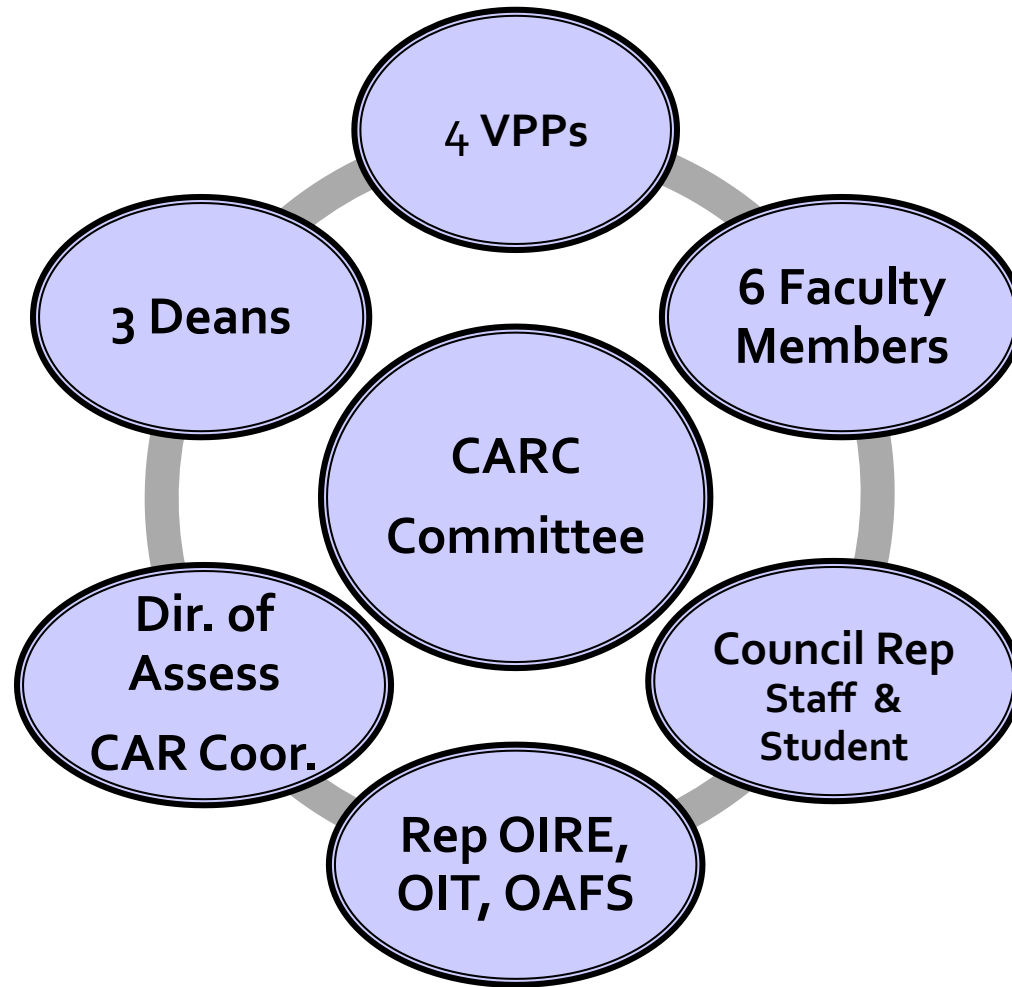
See CAR Academic Program Review Roster

What is the process workflow?



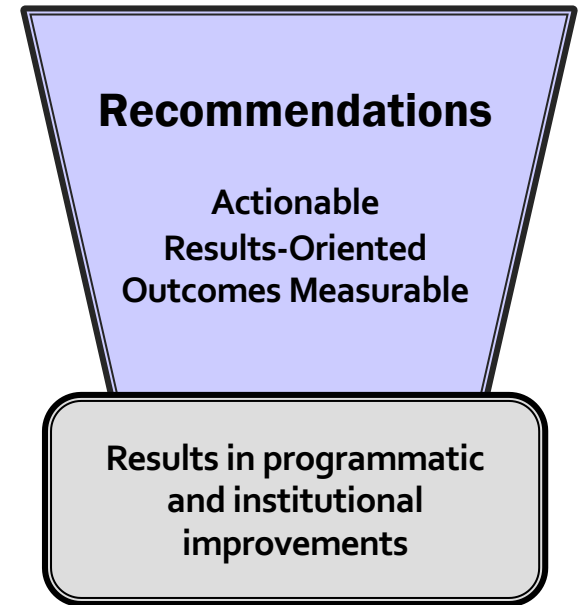
Who is on the CARC?

College Area Review
Committee (CARC)



About the Report(s)

- Program Vision & Overview
- Curriculum Mapping
- Teaching Delivery Strategies
- Best Practices Benchmarking
- Advisory Committee & Articulation Agreements
- Student Input
- Data Analysis
- SWOT Analysis
- External Peer Reviewer



About the Data

- **Historical Data**
 - Past reports, recommendations, and data
- **Discipline Data**
 - Standard data indicators and benchmarks
- **Program Data**
 - Program enrollments and awards
 - Labor market and industry information data
 - Target occupational data and projected growth
 - Benchmark data

MC's Academic Data Benchmarks

Data Reports	Data Guidelines	Expected Benchmarks
Discipline Data		
Discipline Ratio	Full-time to part-time faculty ratio	55FT:45PT
Discipline Student Faculty Ratio	Student/Faculty Ratio	20:1
Cancelled Section Summary	Number of class sections cancelled (by course)	9%
Under 9 Enrolled Section Summary	Number of low enrollment sections in course per semester	11%
Program Data		
Program Enrollment Data	Program enrollment over the last five years has not decreased by more than....	20%
Program Award Data	Percentage of program award in the last five years	At least 5 students per year

DATA

PROGRAM ENROLL/AWARDS

CAR:Academic Program Review AY 17-18: Program Enrollment

Programs	Fall Term Enrollment	2012	2013	2014	2015	2016	% Change 2012-2016
ACCT	Accounting						
167	Accounting Certificate	81	96	110	108	138	70.4%
ARTT	Art						
003	Art Track, Arts and Sciences AA	167	180	180	179	173	3.6%
059	Art History, Arts and Sciences AA	10	19	15	20	15	50.0%
902	Graphic Design, AFA Statewide Program	53	42	35	22	13	-75.5%
902A	Graphic Design, AFA Statewide Program Applicant	43	51	50	51	47	9.3%
910	Studio Art, AFA Statewide Program (Visual Arts)	37	55	78	87	97	162.2%
BSAD	Business						
006	Business AA	1,968	1,957	2,043	2,200	2,299	16.8%
TECH	Computer Gaming and Simulation						
360	Computer Gaming and Simulation AAS	0	0	0	0	66	NA
232	Computer Gaming and Simulation CT	6	3	6	9	10	66.7%
232A	Computer Gaming and Simulation CT	0	0	0	0	0	NA

INDUSTRY DATA

Occupation Overview Accounting

Emsi Q3 2017 Data Set

August 2017

Office of Planning and Policy
Montgomery College



Academic Master Plan Data

- *Increase graduation*
 - ***Program data***
- *Increase transfer*
 - ***Articulation agreements***
- *Reduce cost*
 - ***Program Delivery strategies***
- *Reduce time to completion*
 - ***Recommendations***
- *Enhance partnerships with 4-year institutions*
 - ***Advisory Board, Benchmarking, External Peer Review***
- *Enhance partnerships with business and industry*
 - ***Advisory Board, Benchmarking, External Peer Review***

About the Recommendations

- Recommendations should consider the AMP
- Academic Affairs divisional priorities
- Link to the SP themes and align with College mission and vision
- Inform how we are promoting student success, retention, and completion

- *Increase graduation, ▪ Increase transfer, ▪ Reduce cost, ▪ Reduce time to completion*
- *Enhance partnerships with 4-year institutions and or ▪ Enhance partnerships with business and industry*

Academic Program Review Results

Recommendations have highlighted the need to:

- Increase advising and improve scheduling
- improve and monitor student learning outcomes
- develop more online courses/OREs
- revise program and course offerings via CCC actions
- develop math re-design/development Ed/AELP
- revise General Education and General Studies programs.
- report info for Perkins Grant on CTE programs

What do I need to do?

- ***Meet and discuss with your academic area***
 - Include all FT/ PT faculty and related staff
- ***Review the given data***
 - Review prior data and recommendations
- ***Complete the CAR Reporting Forms***
 - Discipline/Program or Special Program Report
- ***Make recommendations for improvements***
 - Actionable recommendations

What is the timeline?

Fall 2017	<ul style="list-style-type: none">● August 2017: Fall Orientation Meetings for Academic Areas<ul style="list-style-type: none">○ August 24, 2017 GITE 222-224 1:30 pm to 2:30 pm○ Individual Program Meetings: TBD● August to December 2017: Faculty Workgroups<ul style="list-style-type: none">○ Meet and discuss program review with all FT and PT faculty○ Conduct academic program review process. Review data, address report questions, and make recommendations○ <u>Plan, identify, and invite External Peer Reviewer for Feb 2017 On-site visit</u>○ October 1, 2017: Complete Program Assessment Plan for SLO.○ November 1, 2017: Last date to request additional or specialized data from OIRE
Spring 2018	<ul style="list-style-type: none">● January 16/17, 2018: Discuss Academic Program Review at Spring Opening Mtgs.● February 1, 2018: Academic Program Review package due to Dean● February 2018: External Peer Review Visits (See guidelines provided)● March 16, 2018: Academic Program Review package due to VPP● April 09, 2018: Final Academic Program Review Package due to CAR Coordinator● Week of April 23, 2018: CAR Committee Workgroup Meetings● May 04, 2018: Full CAR Committee Meeting● June 1, 2018: Reports Due to the Office of Senior Vice President of Academic Affairs

Program Assessment

College Area Review: Academic Program Review

The process of academic program review is a self-evaluation and assessment of program offerings, including curriculum review, data analysis, benchmarking of best practices, SWOT analysis, and peer review. The process results in actionable recommendations for program and institutional improvements.

Contact: Clevette.ridguard@montgomerycollege.edu

Due Dates

- Faculty workgroup should submit appropriate forms and recommendations to Dean by **02/01/18**.
- See timeline for additional due dates.

Program Assessment: Program Assessment Plan

The program assessment is an assessment of what and how students are learning. The assessment plan is to identify how student learning outcomes will be assessed in a given program or certificate. The plan should identify the course, instrument, scoring parameters, and benchmark levels used to assess the learning.

Contact: Cassandra.jones@montgomerycollege.edu

- Programs and certificates participating in CAR should submit their assessment plan to the Outcomes Mailbox by **10/1/17**.
- Use information from the CAR Report-Section One, 2 a&b, to help complete the Assessment Plan.

Program Assessment Plan

- Programs needing to submit plans:
 - ACCT
 - Computer Gaming
 - Cybersecurity
 - Ethnic Social Studies
 - MGMT
 - NWIT

Brown Bag Sessions

Assessment Brown Bag Sessions Fall Semester 2017

CAR: Academic Program Review and Program Assessment Informational Sessions

Date, Time, Place	Meeting Outcomes and Objectives
<p>September 14, 2017 Thursday Central Services Room S301 1:00 to 2:00</p>	<p><i>Writing your Assessment Plan!</i></p> <ul style="list-style-type: none">• Receive an explanation of the assessment processes• Learn how to write your Assessment Plan for student learning outcomes• Address any general questions
<p>October 12, 2017 Thursday Central Services Room S301 1:00 to 2:00</p>	<p><i>Planning for the External Peer Review!</i></p> <ul style="list-style-type: none">• Review the external peer reviewer expectation• Discuss ways to gather student input for academic program review• Address any general questions
<p>November 9, 2017 Thursday Central Services Room S301 1:00 to 2:00</p>	<p><i>Reviewing your Assessment Data!</i></p> <ul style="list-style-type: none">• Review and discuss your program data• Review CAR form completion for disciplines and special programs• Address any general questions

Enhancement and Changes

- Programs involve an external peer reviewer
- Solicit benchmarking of best practices
- Require Curriculum Mapping Completion
 - Reviewing of SLO and identifying any curr. changes
- Revised Special Programs Report
- Provide a rubric for program review
- Tailored Orientation Sessions
- Increase Alignment with Transfer and Articulation Agreements



NEW

Program Viability Review

- **Purpose:**
- To ensure that all programs are functioning at a level that effectively uses the College's resources, supports the College's Mission, and serves the needs of students and the College community.
- To ensure that new programs are developed in a process that considers academic and College priorities, goals, and resources.

Outline of the Process

- The existing CAR Committee
 - recommends the need for the viability review;
 - defines the information needed for the viability review;
 - makes recommendation to Senior Vice President for Academic Affairs based on the program viability review information completed by academic program.

Note: Chairs, Deans, Vice President and Provost can recommend programs to participate.

Timeline

Spring Semester	Summer Semester	Fall Semester	Spring Semester
<p>As a result of academic program review, CARC recommends to the SVPAA programs and certificates needing a program viability review.</p>	<p>SVPAA determines which programs and or certificates will participate in the program viability review process and informs those programs.</p>	<p>Programs are given report template and instructions to complete the program viability review. Office of Academic Affairs will meet with program to address the uniquenesses and particulars of each program.</p>	<p>Program(s) submit program viability review to CARC. CARC reviews documentation and makes recommendation to the SVPPAA. SVPAA makes final decision by the end of the spring semester.</p>

Factors for Viability Review

Some to be considered!

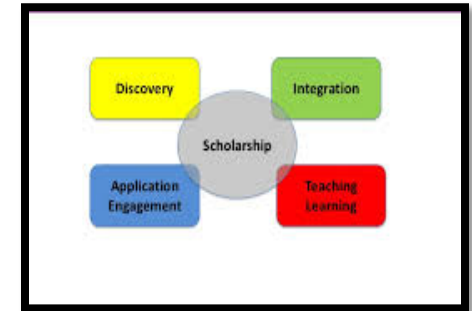
A. Quantitative	B. Qualitative
Enrollment Numbers	Lack of Connection to Mission
Graduation Numbers	Lost of program specific accreditation
Retention Numbers	Impact on faculty
Employment Prospects	Local/Regional Industry Needs
Program Cost	Impact on Student Financial Aid
Program Transferability	
C. Additional Questions Unique to the Program	
CARC will be discussing these questions at our upcoming meeting	

What resources are available to me?

- CAR Website (google College Area Review)
 - Academic Areas: archived data and reports
 - Login using MyMC login
- **CAR Mailbox**
 - collegeareareview@montgomerycollege.edu
- **CAR Coordinator**
 - Clevette.ridguard@montgomerycollege.edu
 - X75343
- **Director of Assessment**
 - Cassandra.jones@montgomerycollege.edu

Process Alignment and Integration

- Theoretical Framework
 - Boyer's (1990) Scholarship Theory
- 6 benchmarks of AMP
 - Emphasize in CAR Orientations and Meetings
 - Other AA Reportings ???
- Training and Connections
 - program review and program assessment
 - Timelines
 - data interpretations



Thank You!

