College Area Review Highlights

College Area Review (CAR) is a comprehensive self evaluative process of all academic areas and administrative units. CAR provides critical college wide information for strategic planning, assists in establishing priorities for resource allocation, and measures overall institutional effectiveness. College Area Review is assigned to the Office of the Vice President of Institutional Effectiveness, who is the lead administrator for all assessment activity at the College, including both the College Area Review process and the Outcomes Assessment process.

Montgomery College began the current system of reviewing of academic areas during the 2002-2003 academic year. In 2007, administrative units were added to the review process, changing the name from Academic Area Review to CAR. CAR solicits feedback yearly from all stakeholders and revises this assessment process accordingly. The process involves all College stakeholders; administrators, vice presidents, unit managers, unit directors, deans, faculty, staff, and students. Students in selected courses that are participating in CAR receive an online survey soliciting input regarding their course work. Budget permitting, CAR solicits input from external peer reviewers for designated disciplines. CAR operates on a five year cycle, reviewing on an average 15 academic units each academic year and three administrative units each calendar year.

With assessment and accountability at the forefront of higher educational issues, Montgomery College uses a proactive approach to include data in our program review process. The Office of Institutional Research and Analysis (OIRA) provides relevant data to all academic units at the beginning of their review process. The standard data includes; student enrollment measures, credit hours, program awards, program retention rates, summarized program transfer data, student faculty ratios, and full time to part time faculty ratios. CAR encourages disciplines to solicit additional data for OIRA when needed. CAR encourages all administrative units to review, discuss, and address their strategic plans in this review process.

The College Area Review Committee (CARC) is a standing College committee and serves as a cross sectional review team providing additional input. The CARC consists of six faculty representatives, three from faculty council and three from academic assembly, the four campus vice presidents, three academic deans, two administrators from the Office of the Senior Vice President of Administrative and Fiscal Services, and a representative from Staff Senate, OIRA, OIT, OPIE, and the CAR Coordinator.

Once the review is completed by all stakeholders, the Executive Team (ET) makes the final approval for all recommendations. The ET team is comprised of the Senior Vice Presidents for Administrative and Fiscal Services, Student Services, Academic Affairs, and the College President. Recommendations from both administrative units and the academic areas are monitored until implementation. CAR requests yearly status updates on all recommendations. Disciplines and administrative units have up to five years for full implementation. Additional information is available on the CAR Website at http://www.mcinfonet.org/car/

ACADEMIC AREAS REVIEW HIGHLIGHTS

2003	• Begin Academic Areas Review Process: 7 Disciplines reviewed • Creation of College Area Review Committee

	• **Recommendation Highlights:**
	   o More explicitly specify objectives and outcomes for all BA courses
	   o Requested for new Science Building by Engineering discipline
	   o Established of collegewide Engineering Coordinator
	   o Ensured common learning outcomes are indentified on all course syllabi and use of Collegewide syllabi template (BA, BU, EE, HS, MG, PS)
	   o Established collegewide scheduling for History and Political Science courses
	   o Reviewed all discipline programs and appropriate courses for transferability (BU, BA, HS, PS)
	   o Reviewed discipline articulation agreements (BA, EE,PS)
	   o Defined and listed student learning outcomes in all courses(BA, BU, EE, HS, MG, PS)
	   o Developed plan for course offerings via distance education (BA,EE, HS,)

2004	• 24 academic areas reviewed: External Peer Review of Math and AELP • All computer related disciplines reviewed; resulted in consolidation of computer disciplines

	• **Recommendation Highlights:**
	   o Established collegewide Honors Coordinator and Committee
	   o Established collegewide Information Technology dean
	   o Recommended a comprehensive advising plan for all students (Gen Ed)
	   o Recommended that First year experience (FYE) should be a requirement for all students (Gen Ed)
	   o Integration of reading and writing for all AELP courses collegewide (AELP)
	   o Realignment of all computer related programs (CA, CS, MT, NW,ITI)

2005	• 16 academic areas reviewed: External Peer Review of GITE, PR, and Computer Programs (CA, CS, NW, MT, ITI) • Administered First CAR Student Survey for students enrolled in BI 101, BI 107, CH 101, PY 102, & SO 101

	• **Recommendation Highlights:**
	   o Ensured collegewide consistent course objectives in the Economics discipline
	   o Conducted a collegewide room and lab utilization study
	   o Ensured better scheduling and course coordination in IA, EC, GE, PY
	   o Ensured better tracking of student success in AC
	   o Continued to foster internal collaboration with all areas teaching Art courses
	   o Established task force to examined better coordination and overlap of CA, CS, AA, CG, PR

2006	• 15 academic areas reviewed: External Peer Review of Education and Distance Learning • Administered Second CAR Student Survey: FM 103, HS 201, PC 101, PH 203, & WS 101

	• **Recommendation Highlights:**
	   o Ensured use of common syllabus objectives and outcomes for all disciplines reviewed this review cycle
	   o Established collegewide Coordinator of World Languages
	   o Encouraged increase course offerings via distance education for SO, PY, ED and WL
	   o Renamed Fire Science to Fire Science and Emergency Science Program to meet industries needs
	   o Collaboration with counselor and discipline faculty for better advising (ED)
	   o Increased support services for nursing students (NU)
	   o Developed learning communities and increase service learning in Psychology courses (PY)

2007	• 18 academic areas reviewed : Change Name from Academic Area Review to College Area Review reflective of Academic Areas and Administrative Units • First review of Administrative Units (ADAR); 2 units reviewed: OIT and OIA • Administered Third CAR Student Survey: AR 107, BA 101, CA 120, ES 100, & PS 101

	Recommendation Highlights: ○ Updated PC courses, programs, and discipline in accordance with new curriculum format ○ Improved scheduling, course objectives, and course/program outcomes in ASL, BU, CT, & PE ○ Standardization of Chemistry labs across all campuses ○ Improved quality of Distance Education offerings in several disciplines ○ Recommended Humanities retreat for course offerings and alignments ○ Recommended Women's Studies retreat for course offerings and alignment
2008	• 17 academic areas reviewed: External Peer Review for ASL and IT/Libraries • 4 Administrative Units reviewed: Auxiliary Services, Grants, and Equity and Diversity • Administered Fourth CAR Student Survey: DS 107, EL 104, EN 102, MA 116, & RD 099
	Recommendation Highlights: ○ Reviewed of all center leaning centers and labs: Math, Business, Science, Reading, Writing, and Social Science ○ Established collegewide committee to discuss programmatic issues including outcomes in Art discipline ○ Ensured collegewide common core learning outcomes exist for all courses PS, CG, ES ○ Collegewide standardization of syllabi, final exams, and projects in core course in CS discipline ○ Strengthen articulation agreements for all CA, Gaming and Web program degrees and tracks to transfer ○ Establish CS department standards for grading, textbooks, syllabi and outcomes ○ Established collegewide coordination of outcomes for all courses (Art and HE) ○ Recommended collegewide investigation and development of means to curve printing cost ○ Recommended to create direct measure of student learning outcomes for all learning centers ○ Recommended to develop common automated tracking system of student usage for all learning centers ○ Recommended expansion of MBI from one to two years student experience
2009	• 15 academic areas reviewed and 2 ADAR units: Admission and Enrollment Management and Office of Facilities • Administered Fifth CAR Student Survey: AC 201, AC 202, EC 201, & PL 201
	Recommendation Highlights: ○ Standardization of course requirements for high demand English courses ○ Recommended a convening of the collegewide task force for developmental math and math redesign ○ Recommended better alignment with MC/MCPS for math and English skills for transferability and College preparedness ○ Recommended better alignment of all AELP offerings ○ Recommend a members of honors' faculty be on the transfer scholarship committee
2010	• 19 academic areas reviewed and 3 Administrative Units: Business Services, Budget, and OIRA • Administered Sixth CAR Student Survey: BI 107, PY 102, SO101, SP 108, HI 125 & HI 125
	Recommendation Highlights: ○ Recommended CJ & MH disciplines greater emphasizes on partnering with local industries via career advisory groups ○ Alignment of curricula with "Green" technology (GITE) ○ Established better outcomes, create a website, more articulation agreements (General Education) ○ Reviewed of all non-credit courses and offerings; explore co-listing more courses; expand partnership (WD&CE) ○ All aspects of Student Development participated in CAR process
2011	• 18 academic areas reviewed and 2 Administrative Units: Office of Student Financial Aid and Office of Human Resources • Plan to administer WDCE Student Survey in spring 2012
	Recommendation Highlights: ○ Collegewide faculty committee to review of Biology discipline ○ Collegewide collaboration on scheduling of courses (PL, ED, WS, SO, SP, WL) ○ Increased online offerings in disciplines (HI, DM, PL, PY, RT, SO, WL) ○ Need student tracking system in Medical Leaning Center ○ Recommendation to focus on student success and completion (ED, PL, SO, SP)

Administrative Area Reviews
Sample of Recommendations and outcomes

Common need for all administrative units	• Develop an evaluation system to solicit input regarding internal customer service satisfaction. • Solution: Customer Service Survey administered by the Office of Employment Engagement
Office of Auxiliary Services	Completed key recommendations included: • Exploring methods of making operations more cost effective and efficient. • Developing an Auxiliary Services culture that encourages individuals and groups of people to contribute creative ideas for new and improved ways to upgrade services and generate revenue. Provide resources and support for exploration and implementation of these ideas. • Implementing the Auxiliary Services reorganization plan.
Office of Admissions and Enrollment Management	Expand communication efforts to: • Increase communications within the A&EM units. • Include the Response Center (MC information line) in college-wide communication loop. This will ensure the most current information is disseminated to MC callers. • Coordinate and communicate long-range unit plans related to IT products with Student Information System team.
The Budget Office	Recommendations call for better collaboration and support: • Between Business Services and the Budget Offices, particularly as it relates to the projections for the County and budget savings programs • Increased involvement between OPIE and the Budget Office with the creation and results of the strategic planning process. • Better training and back-up to support our Access budget database.
Office of Business Development and Grants	Completed Recommendations • Implemented Institutional Review Board (Draft charter and procedures are in legal office awaiting review)
Office of Business Services	Recommendations call for: • An organizational assessment of the unit • Review organizational structure to examine economy of scale and shared staffing across the organization