

August 21, 2014

Fall Semester 2014- 2015

Academic Areas

College Area Review Orientation Meeting

Meeting Outcomes

- Provide overview of CAR process
- Explain expectations and timelines
- Present materials and handouts
- Provide time for faculty to meet

Overview



What is CAR?

- **The College Area Review (CAR)** is an institutional process that faculty, staff, and administrators use to evaluate all academic areas or administrative units including student services.
- The CAR process is systematic and comprehensive.
 - Results oriented
 - Use data to shape recommendations
 - Includes multiple levels of reviews
 - Cyclical five year program review process



Why is CAR?

- **Important to me?**

- Provides a platform for all faculty, staff, and administrators to engage in cross-campus discussions about your academic area, to examine current and past practices and suggest recommendations for student success, retention, and completion

- **Important to the College?**

- Provides evidence to our accrediting agency and other internal and external audiences that we are reviewing our offerings and services at all levels using institutional data that results in institutional improvements

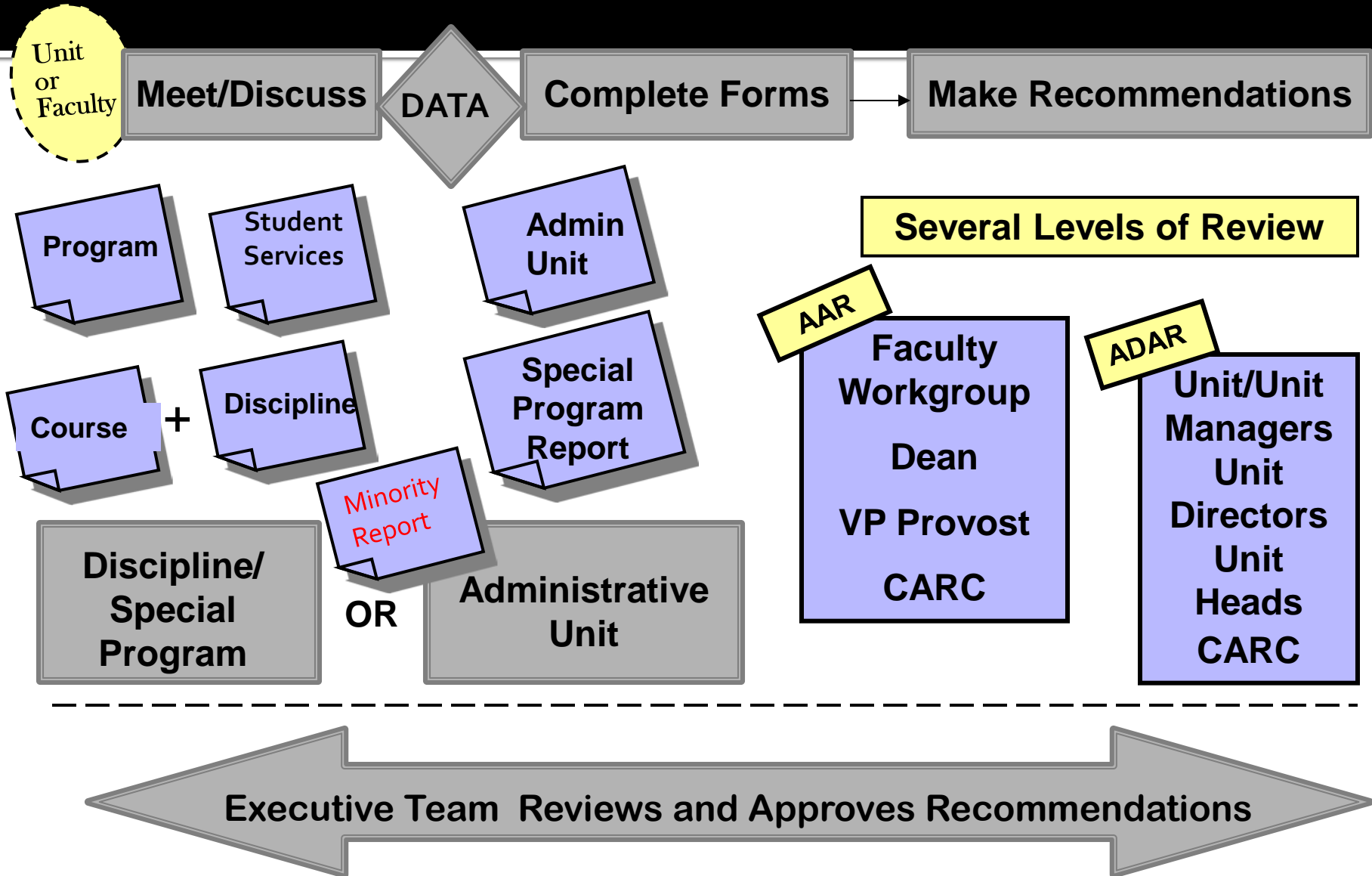
What has changed and what is new?

- Self-study format aligned with best practices in program review
 - Combined the discipline and program report
 - Limited course reports
- Change in dean and VPP responsibilities
- All recommendations are reviewed and signed by the President of the College
- Celebrate accomplishments
 - Certificate of Award based on 5 criteria

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**
 - Measurable recommendations

CAR Process





Data Importance

- **Workgroups use data to:**
 - Discuss and evaluate your academic area
 - Help frame the recommendations
 - Document the discipline's success and plans for future direction
- Data needs to be considered in all current and future decision making.
- Additional data are available upon request from the Office of Institutional Research and Analysis.



Types of Data

- **Benchmark Data**
 - Standard data indicators and benchmarks
 - Resources Tool Kit
- **Historical Data**
 - Past reports, recommendations, and data
 - CAR Website
 - Most disciplines were reviewed in 2005/2010
- **Program Data**
 - Labor market and industry information data
 - Target occupational data and projected growth

Data Benchmarks

Data Reports	Data Guidelines	Expected Benchmarks
Discipline Data		
Discipline Ratio Information	Full-time to part-time faculty ratio	55FT:45PT
Discipline Student Faculty Ratio by Course	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%
Student Drop/Withdrawal Summary (3 rd week)	Percentage of students who dropped or withdrew from course	10%
Program Data		
Program Enrollment Data	Program enrollment over the last three years has not decreased by more than....	20%
Program Award Data	Percentage of program award in the last three years	At least 5 students per yr

About the Recommendations

Recommendations should:

- Use action words
- Be implementable in the five year time period.
- Be reasonable and thoughtful based on CAR reports and group discussions
- **Be measurable and outcomes oriented**
- Be limited to ten or fewer

Prior Recommendations

- **Automotive Tech (AUTO)**
 - Develop plan for PT faculty professional development
 - Mentorship between FT and PT instructors
- **GITE**
 - Strengthen contract training relationships with business and industry
 - New training partner National Apartment Owner's Assoc.
- **Criminal Justice (CCJS)**
 - Provide instructional forum for students seeking employment
 - Workshop conducted, well attended, and repeated next year
- **Printing(PRNT)**
 - Revise printing discipline (several recommendations)
 - Resulted in numerous changes to printing curriculum

What resources are available to me?

- CAR Website
 - Academic Areas: archived data and reports
 - Login using MyMC login
- CAR Mailbox
 - colleageareareview@montgomerycollege.edu
- CAR Coordinator
 - Feel free to contact with questions
 - Clevette.ridguard@montgomerycollege.edu
 - X75343



Closing the Loop: 5 YR Cycle

- Track recommendations until completion
 - Five years to implement recommendations
 - **Any outstanding recommendations are due 9/30/14**
- First five years: 2003-2007
 - 788 recommendations/ 91% implemented
- Second Review Cycle: 2008-2012
 - 640 recommendations/ 81% implemented

Results

COLLEGE AREA REVIEW

AAR	Year	# of Academic Areas	Total Recommendations	Completed Recommendations	Pending Recommendations	% Complete
First Five Year Cycle	2003	7	55	55	0	100%
	2004	24	294	266	28	90%
	2005	16	128	108	20	84%
	2006	15	145	139	6	96%
	2007	18	166	150	4	90%
Subtotal		80	788	718	58	91%
Second Five Year Cycle	2008	17	142	132	10	93%
	2009	15	111	90	21	81%
	2010	19	130	113	25	87%
	2011	18	123	87	36	71%
	2012	17	134	94	40	70%
Subtotal		86	640	516	132	81%
	2013		120	<i>Status Updates due Sept 30, 2014</i>		
	2014		87	<i>Status Updates due spring 2015</i>		

Note: Academic areas and administrative units have five years to implement recommendations. Due to budget constraints or change in area or unit focus, not all the recommendations are implemented. However, all recommendations have a status disposition.

CAR Status Updates

Information for annual status updates



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COLLEGE AREA REVIEW Instructions for entering CAR Status Updates in TracDat 2014

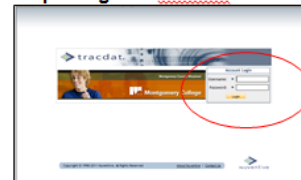
Step 1: Locate the TracDat database from the CAR Website



Go to the College Area Review Website
www.montgomerycollege.edu/car

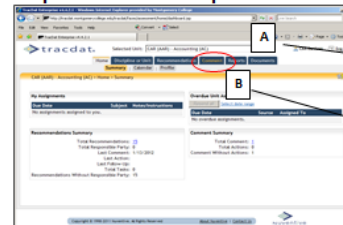
Click on Useful Links (2nd link from the bottom)...from the 'Useful Links' page, click on TracDat link.

Step 2: Log In to TracDat



Username is CAR-dean last name (See listing attached for each dean's username). For example: CAR-Preston (capitalize first letter of last name). Password is tracdat (case-sensitive -all lowercase). Note: If you are submitting information for more than one dean, you will need to login using each dean's username and password to view specific disciplines.

Step 3: Select the Discipline and click on the Comment Tab



A. Select the discipline from the drop-down menu list, for example, CAR (AAR) - Accounting (AC).
B. Click on the Comment Tab

Value of CAR

- **Goal**
 - To see improvements and or enhancements to teaching and learning that supports student success
- **Internal**
 - Foster one college model of review for all disciplines
 - Provides for a discussion on needed discipline changes
 - Results in numerous curriculum actions, etc.
 - Math Redesign, Devel Ed, AELP, CA/CS
- **External**
 - Addresses our academic and institutional assessment

Next Steps/Dates to Remember:

DATES	ACTION
✓ August 21, 2014	CAR Fall Orientation Meeting for Academic Areas
Aug 2014—Jan 2015	Faculty Workgroups conduct CAR/AA Process. Reports due by Jan 30, 2015.
September 30, 2014	CAR Status Updates are due for any prior recommendations
January 21, 2015	Discussion of CAR at Spring Opening Discipline Meetings
January 30, 2015	CAR/AA Package due to Dean <i>(Send in hard copy and electronic format to dean and email a copy to the CAR mailbox)</i>

Recommendations



CAR RECOMMENDATIONS REPORT_13

Evaluation of:

Date:

Recommendations	Rationale	Responsible Party	S*	Budget Cost	Identify Theme Alignment	Dean's Comments	VP Provost's Comments	CARC's Comments	Executive Comments
1.									
2.									
3.									
4.									
5.									

Use Measurable Outcomes Language

List the position title and not a person's name

Explain budget amounts

Refer to MC 2020

*Indicate source of recommendation: (F) Faculty, (S) Staff (D) Lead Dean, (C) CAR Committee, (P) VP Provost, and (E) Executive Team.

** Provide a brief explanation/justification for the recommendation. Recommendation should align with one or more of the College's five themes. Indicate (list) the theme(s) that aligns with this recommendation. List names of faculty members on review team below.

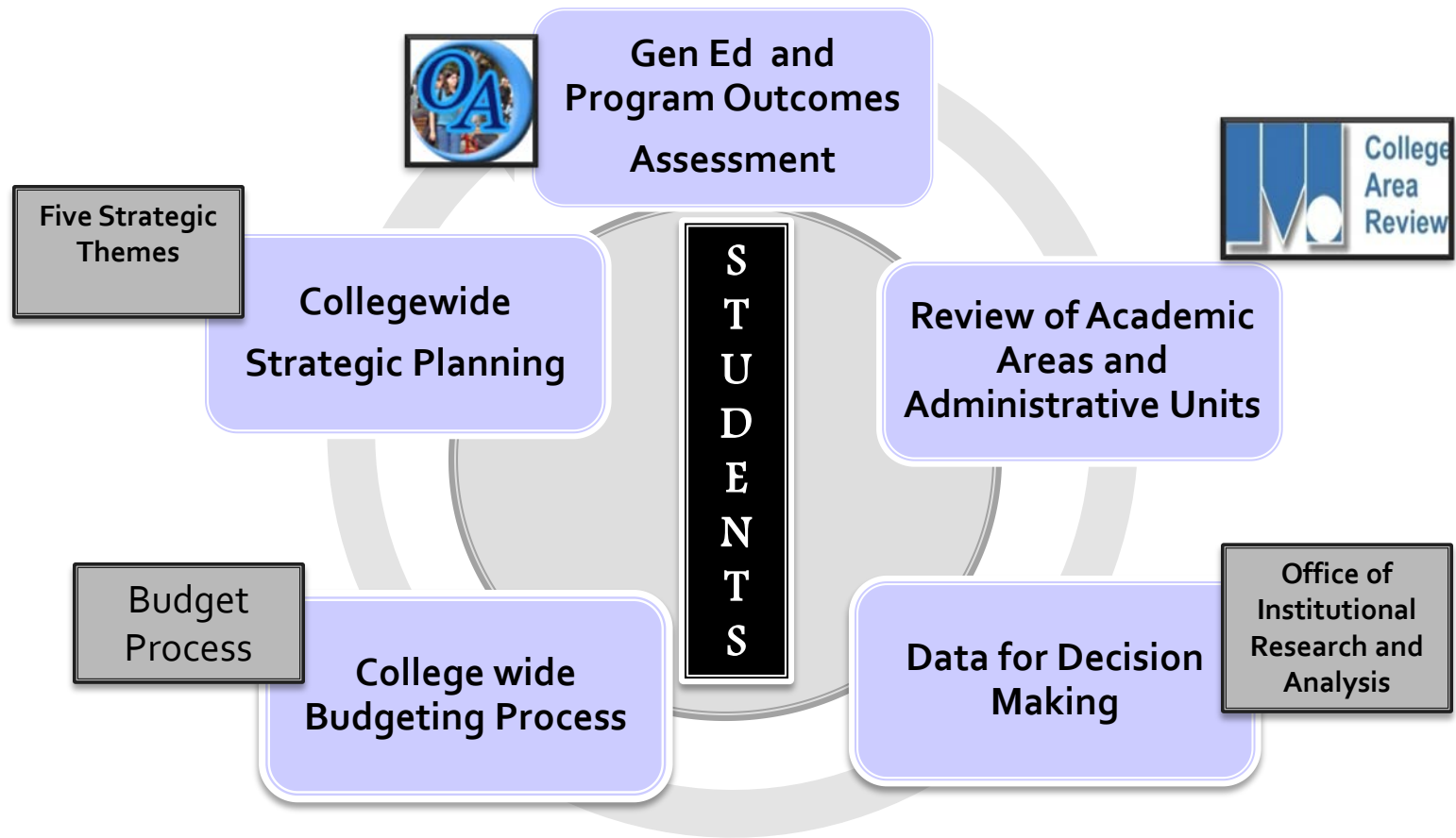
Name (Printed)

Signature

Date

Campus

Planning and Institutional Effectiveness



The overall mission of the College drives an integrated system of assessment.