South Seattle Community College Academic Area Review

Division

Title of Area Reviewed

Participating Faculty

SSCC Area Review

Area review offers faculty an opportunity to collect, review, and evaluate data about the courses and programs they teach. This is a two-step process. First, statistical data will be provided by the college research office. Then, faculty should review and augment this information to determine whether institutional goals and students needs are met by these programs. The college’s mission statement and student learning outcomes are essential components of this review.

The final report should include an introduction; review of curriculum; review of program statistics; review of requirements for entry, progression, and graduation; conclusion, and comments from the Unit administrator. When completed, this report will be presented to the Curriculum and Instruction Committee for review. It will also be a basis for the accreditation report.

Instructions for completing SSCC Academic Area Review

1. Complete Area Review form.
2. Attach answer page.
3. Include supplementary data as requested.

Area Review Questions:

Introduction

1. Briefly describe your program and tell how the curriculum in this program is consistent with the SSCC mission statement.

2. How does this curriculum reflect the SSCC Student Learning Outcomes?

3. Please include names of all faculty (full and part time) teaching the courses, their degrees or certification and subsequent professional development programs.

Curriculum

1. What are the strengths of the curriculum or program?

2. What areas need improvement?

3. What methods are used to obtain student feedback about the classes and how is this information used to make revisions in the curriculum and instructional strategies?

4. What are the significant changes or revisions that have occurred in the curriculum in the last three years?
5. Please provide:
♦ A list of all subjects taught in this discipline showing how the courses are organized.
♦ Course outlines for each program offering.
♦ Samples of syllabi from a range of courses and different faculty members.
♦ Self-study guides for all distance learning courses.

5. Using statistical data provided by the Office of Research and Planning, comment on any significant changes that have occurred in the last three years in areas such as:
♦ enrollment
♦ gender
♦ ethnicity
♦ average gpa per course
♦ age
♦ disability
♦ full-time and part-time faculty ratios
♦ faculty demographics

Requirements for Entry, Progression and Graduation

1. What are the appropriate entry requirements for this program/course?
2. What are the expected student outcomes upon completion of the courses?
3. What is the transferability of the courses?
4. What are the articulation agreements in place for this program?

Concluding Remarks

1. What additional information do you wish to include?
2. What are the long range goals, and anticipated changes? Describe an implementation plan for meeting the goals (include timeline).
3. What support services are available now (for example, library resources, computer classrooms, tutoring, counseling, student services, registration/advising, etc.)? What additional services would be needed to accomplish long range goals?
This is to certify that the above criteria have all been met and all statements are accurate to the best of my knowledge.

Unit Administrator ___________________________   Vice President for Instruction _________________________

Date ___________________________   Date ___________________________

Signatures of Participating Faculty
______________________________
______________________________
______________________________
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Checklist
1. Faculty and the unit administrator of a program area complete and sign the SSCC Program Review Form.
2. The unit administrator or faculty member submits the proposal to the Chair of the Curriculum and Instruction Committee and requests action on the proposal.
3. The Chair routes the proposal to the Course/Program Revision Subcommittee to take action on this.
4. The Subcommittee acts on the proposal and makes recommendations of approval or disapproval to the whole committee at the next scheduled meeting.
5. The Curriculum and Instruction Committee votes on the proposal. The result of the vote is recorded in the minutes of the meeting.
FOR CURRICULUM & INSTRUCTION COMMITTEE USE ONLY

Comments of the SSCC Program Review Subcommittee

Curriculum & Instruction Program Review Subcommittee Members

_________________________________  ____________________________________

_________________________________  ____________________________________

_________________________________  ____________________________________

Chairman, Curriculum & Instruction Committee________________________________

Date ____________________________

Program Review Subcommittee: Judy Bentley, Pam Haight, Mark Palek, Roxanne Tillman, Noel VanNewkirk, Jill Wakefield

c:docs/docs/projects/cicrevi1.doc
Participating Faculty Response and Remarks