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Program Review
Form for External Review
Committee
Instructional

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Form ID
50
Division
Sciences and Engineering
Department
Education
Program
Education
Review Year
2005-2006
Member Names
Cynthia Urbina
Division Overview
The department did not answer many questions that need to be answered.
Program/Department Purpose
State the purpose of the program/department. How is this purpose within the mission of Amarillo

College?

Does the answer include a purpose statement for the program/department? Does the answer indicate how this program/department is within the mission of Amarillo College?

Unacceptable

Recommendation

The department needs to answer the question.

When was the last time the program's/department's purpose statement was reviewed/revised by faculty and staff in the program/department?

This program is only five years old and has never been under review. However, the degree plans have been updated three times and are currently aligned with the three Associate of Arts in Teaching degrees designed by the Texas Higher Education Coordinating Board (THECB).

Does the answer indicate the last time the program's/department's purpose statement was

reviewed/revised by faculty and staff in the program/department? Does the answer indicate how this program/department is within the mission of Amarillo College? within the mission of Amarillo College?

Unacceptable

Recommendation

The department needs to tell when it updated the three degree plans and when they were approved by the THECB? It also needs to explain how often the program should be reviewed?

If the program/department offers continuing education credits, how are these courses consistent with the mission of Amarillo College?

This program does not offer any continuing education credits. However, some public school teachers have come back to take some courses on the AAT degree plans that assist the teachers in meeting their course gaps required by the No Child Left Behind mandates to keep their certification. These courses are aligned with the mission statement because they are on the approved degree

plans.

Does the program/department offer continuing education credits? Does the answer indicate how these courses are consistent with the mission of Amarillo College?

Acceptable

Concern

The department needs to explain how, if its courses are offered only for academic credit, the courses that are taken by public school teachers are considered in meeting their course gaps for them to keep their certification.

Does the program have admissions policies?

no

Where are the policies published?

Are all the locations where the policies are published included in the answer?

Acceptable

N/A

Explain how these policies are consistent with the mission of Amarillo College.

Does the explanation of how the policies are consistent with the mission of Amarillo College appear to

be accurate?

Unacceptable

Recommendation

The department needs to answer the question.

Is the program/department accredited?

yes

Which agencies or organizations accredit the department/program?

Are the complete names of the agencies or organizations which accredit the department/program cited?

Unacceptable

Recommendation

The department needs to answer the question fully. It needs to answer the questions, "Which agencies or organizations accredit the department/program?" and "Are the complete names of the agencies or organizations which accredit the department/program cited?"

How many years are in the accreditation cycle?

How many years are in the accreditation cycle?

Unacceptable

Recommendation

The department needs to answer the question.

When were the accreditations affirmed or granted?

When were the accreditations affirmed or granted?

Unacceptable

Recommendation

The department needs to answer the question.

What is the current status of the accreditation?

Are the current statuses of the accreditations identified (e.g. accredited, in process of renewal, in process of candidacy, other)?

Unacceptable

Recommendation

The department needs to answer the question.

If not required, is the program eligible for accreditation?

Acceptable

N/A

null

Has this program/department

sought accreditation even though it is not required (e.g. yes; If no, explain)?

Acceptable

N/A

null

Is this program/discipline required to receive approval from an external agency or organization (other than the Texas Higher Education Coordinating Board) in order to offer courses?

no

Identify the external approver(s) for the department/program.

IF the program/discipline is required to receive approval from an external agency or organization (other than the Texas Higher Education Coordinating Board) in order to offer courses, was (were) the external approver(s) for the department/program identified?

Acceptable

N/A

null

What approval schedule is required by the external approver(s)?

Was the approval schedule required

**by the external approver(s)
identified?**

Acceptable

N/A

null

When did the program/department last
receive approval?

**When did the program/department
last receive approval?**

Acceptable

N/A

null

**Is the reason why the
program/department is required to
receive this approval clear?**

Acceptable

N/A

null

Improvements

Identify at least one example of an
improvement/revision which resulted
from the annual PET forms for the last
five years

In the last five years the most important
areas of improvement have been the
improvement of student advising,
availability of course offerings for

students to graduate in a timely manner, and course alignment with local university and with state mandates.

After reviewing at least one example of improvements/revisions that resulted from the annual PET forms for the last five years, determine the extent that this program/department has used the PET forms to make improvements/revisions. Does this meet the minimum expectations for using PET forms to make improvements/revisions to the program/department?

Unacceptable

Recommendation

The department should provide information directly from the PET forms to review.

Identify at least one example of improvements/revisions which resulted from the last Program Review.

There has not been one since this program was started.

After reviewing at least one example of improvements/revisions that resulted from the last Program

Review, determine the extent to which this program/department values the Program Review process to make improvements/revisions.

Acceptable

N/A

Identify all the delivery approaches used for courses within this program/department: (Select all that apply.)

traditional classroom, web,

After reviewing all delivery approaches for courses within this program/department, is this program positioned for growth? Does the committee have recommendations for delivery options which will provide additional growth?

After reviewing at least one example of improvements/revisions that is a response to accomplish a strategy or tactical objective within the Strategic Plan 2010-2015, determine the extent to which this program/department has contributed to the implementation

success of the Strategic Plan? Does this department/program understand how it relates to the institution's future based on the Strategic Plan?

Unacceptable

Recommendation

The department needs to fully answer the question.

Identify at least one example of an improvement/revision that is a response to accomplish a strategy or tactical objective within the Strategic Plan 2010-2015.

The education program is included in the Title V Grant. The Strategic Plan indicates that the education program will have a complete associates degree online. There are several degrees that are fully online and were developed ahead of schedule.

After reviewing at least one example of improvements/revisions that is a response to accomplish a strategy or tactical objective within the Strategic Plan 2010-2015, determine the extent to which this program/department has

contributed to the implementation success of the Strategic Plan? Does this department/program understand how it relates to the institution's future based on the Strategic Plan?

Acceptable

N/A

Does this Committee have recommendations as to how this program/department may contribute to the implementation of the Strategic Plan?

Unacceptable

Recommendation

The department needs committee involvement to properly answer the question.

Provide names and titles of those who determined the process used to assess outcomes of the program and/or courses in the department.

Mindy Adams, Director/Assistant Professor, TeacherCenter

Jana Rice, Instructor, Child Development

Cathy Adkins, Academic Advisor,

TeacherCenter

Has the program/department had a broad base of involvement from a majority of faculty and staff with the program/department regarding implementation of student learning outcomes of the program(s) (or department) and courses? What recommendations does the committee have for increasing involvement?

Acceptable

N/A

Explain the primary reasons behind the competencies that were selected.

The original competencies were established when the goals and objectives were implemented as the program was developed through the Houston Endowment Grant. The original goals were:

Increase the number of community college transfers who pursue teacher certification in high need teaching fields.

Increase the number of minority students

in community colleges who pursue teacher certification.

Increase the number of potential teachers transferring from community college programs into a Texas A&M University System teacher preparation program.

Align academic core preparation of potential teachers pursuing a community college associates degree program.

Provide a collaborative support structure on the community college campus to facilitate high quality, seamless teacher preparation.

Increase the number of community college transfers who pursue teaching in urban school districts in the state.

Some of these goals have changed to broaden the articulation agreements with additional institutions and to meet the state mandates established with the Associate of Arts in Teaching degree

designed by the Texas Higher Education Coordinating Board.

Do the selected competencies appear to be valid?

Acceptable

N/A

Identify the primary reasons for the assessment tool(s) selected.

Will the assessment tool(s) selected provide valid and reliable results?

Unacceptable

Recommendation

The department should answer the primary reasons for the assessment tools selection question.

Evaluate the assessment approaches to date.

Will the assessment approaches(s) selected provide valid and reliable results?

For student or program/course outcome assessments, review the program's/department's five-year graph(s) of quantitative results or provide a brief narrative summary of

qualitative results.

The number of students taking the one hour education course (EDUC 1101) increased from 2003 at 71 to 115 in 2004. In 2004 the Texas Higher Education Coordinating Board developed the AAT degree which eliminated this course. The AAT added two new education courses (EDUC 1301 Introduction to the Teaching Profession and EDUC 2301 Special Populations). These are junior level courses at the university. Therefore, once the curriculum was changed to incorporate the new degree plans the enrollment dropped because we did not want to put students in the courses until they had a minimum of 30 hours of course work. This would encourage the success rate of the student outcomes in the course. It would also help maintain a positive relationship with local school districts that allow students to complete the 16 hours of classroom observations.

Review the program's/department's five-year graph(s) of quantitative results for student or program/course outcome

assessments, or provide a brief narrative summary of qualitative results.

Acceptable

N/A

What changes have been made in the curricula of the program/department because of the analysis of these results?

The state made the curriculum changes and the education program instructors have maintained high standards as the shift has been made. It takes a couple of semesters to get a feel for how to implement new standards successfully and preparing students to pass the TExES for teacher certification is very important to the AC education program.

Have any changes been made in the curricula because of the analysis of these results?

Acceptable

N/A

Review the five-year graph(s) of course completions for the program/department. Explain any increase or decrease that is more than a one-year anomaly.

Explained above

Does the review of the five-year graph(s) of course completions demonstrate the use of analysis to implement a plan of action for retention? Is the analysis of any increase or decrease that is more than a one-year anomaly accurate?

Acceptable

N/A

Provide the program's/department's plan of action for improving any identified problem or results from the implementation of the plan of action.

Student success rate appears to be dropping. The instructors have discussed emphasizing the high expectations of the course as the course begins to make sure the student realize the 16 hour classroom observation requirement, 15 hours of lab for the course along with the regular 3 hour course load requirements established by the state. If students are not willing to put their best into the course poor results will result. Students need to have the opportunity to take a lighter load with these courses if needed to complete other responsibilities.

Will the plan of action likely improve the number of course completers?

Acceptable

N/A

Does the program/department provide for alternative methods of awarding credit?

Has the program/department provided for alternative methods of awarding credit? If not, which alternative methods would be recommended?

What approaches are used to assure outcomes are comparable to those expected of students who enrolled and completed the course?

Unacceptable

Recommendation

The department needs to fully answer the questions.

For general education and/or core curriculum required by this program/department, identify the relevant competencies approved by the Academic Affairs Committee (see Catalog section entitled Degrees and Certificates: General Education Competencies).

Have all relevant competencies for general education and/or core

curriculum been identified for this program/department? If not, which are obviously a part of this program/department's general education competencies?

Unacceptable

Recommendation

The department needs to fully answer the questions.

Explain how outcomes for the competencies have been assessed and achieved and provide links to the documentation.

Is the explanation of assessment approach(es) for general education competencies (outcomes) thorough? Is the analysis of the results accurate? Have links to documentation which verify the assessment results been included?

Unacceptable

Recommendation

The department needs to fully answer the questions.

Outline a plan for correcting any weaknesses.

If assessment results and analysis are included, is there a plan for correcting any weaknesses included?

Unacceptable

Recommendation

The department needs to fully answer the question.

Do students/graduates in this program/department have to be certified or licensed?

yes

Review the results for certification/licensure results of the program/department and/or job placement for the past five years. Explain any increase or decrease that is more than one-year anomaly.

Provide a plan of action for the identified problem.

IF students/graduates in this program/department have to be certified or licensed, do the results over the past five-years indicate that certification/licensure have been equal to or greater than the average of the past five-years AND/OR equal to the statewide or national benchmark for this

certification/licensure? IF NOT, does the analysis and plan of action appear that the program/department has thoroughly reviewed the problem?

Unacceptable

Recommendation

The department needs to fully answer the questions. It should provide a review of results for certification/licensure results and state its plan of action.

Is the program's/department's plan of action for improving any identified problem or results likely to improve the certification/licensure results? Did program/department explain any increase or decrease that is more than a one-year anomaly? Does the plan correct any weaknesses included? If not, what is missing?

Unacceptable

Recommendation

The department needs to fully answer the question.

IF the department or program offers one or more technical programs (Associate in Applied Science or Certificates), has the program/department included an

explanation of the job placement success during the past five years AND are these results at least equal to the statewide annual benchmark (90%)?

Is the analysis of any increase or decrease that is more than a one-year anomaly accurate?

N/A

Is the program's/department's plan of action for improving any identified problem or results likely to improve the job placement rate for graduates of the technical program(s)? If not, what is missing?

IF the department or program offers one or more technical programs (Associate in Applied Science or Certificates), has the program/department included an explanation of the job placement success during the past five years? Is the analysis of any increase or decrease that is more than a one-year anomaly accurate?

Unacceptable

Recommendation

The department needs to fully answer the question.

Is the program's/department's plan of action for improving any identified problem or results likely to improve the job placement rate for graduates of the technical program(s)?

Unacceptable

Recommendation

The department needs to provide information for its plan of action.

Curricula

Does the program/department have affiliation(s)/agreement(s)/contract(s) with any other entity for the purpose of delivering instructional content?

Review the affiliation(s)/agreement(s)/contract(s), consider Amarillo College's mission, and then make a recommendation to:
Provide an analysis of the review.

If the program/department has affiliation(s)/agreement(s) with any other entity for the purpose of delivering instructional content, do these affiliations/agreements make it clear that Amarillo College maintains the responsibility for controlling all aspects of the educational program? Has the

College ensured the quality of the program with these affiliations/agreements? If so, how? What is the schedule for reviewing the quality of these programs? Has the College ensured that programs remain with Amarillo College's mission?

Unacceptable

Recommendation

The department needs to answer the question.

How many curricula changes were approved by the Academic Affairs Committee during the past five years?

2

Which steps in the curricula change process had faculty involvement prior to submitting the curricula proposal(s) to the Academic Affairs Committee?

Was the departmental faculty involvement documented and broad in representation? If not, what steps within curricula change process should have had more proof of greater departmental faculty involvement? Is the primary responsibility for curricula changes

under the control of faculty? Does the program have a qualified faculty member in charge of the program's coordination and curriculum development?

Unacceptable

Recommendation

The department needs to fully answer the questions.

Is any program within the department a technical program (e.g. AAS or certificate)?

no

When was the last Advisory Committee meeting?

Provide a link to the minutes of the last Advisory Committee(s) minutes in the Electronic Archives.

Provide a link to the appropriate committee membership of the Advisory Committee(s) in the Electronic Archives.

If the department offers an AAS and/or certificate, do the minutes of the Advisory Committee prove that the curricula for each program is appropriate to the degree and/or certificate? Has the Advisory Committee been consulted in

designing each degree and certificate? Has the Advisory Committee met at least once a year and been provided ample opportunity to guide the faculty in curricula changes?

Acceptable

N/A

null

Is the membership of the Advisory Committee broad enough to provide the scope of advice necessary for input on curricula? If not, what changes are recommended to the program/department?

Acceptable

N/A

null

Enrollment Data

After receiving the data indicating the number of students enrolled in the program/department, by total students, number of full-time equivalents, and number of completers, determine if there is more than a one-year anomaly. If so, provide the faculty and staff analysis of their assessment of the problem.

None needed.

Does the analysis by the faculty and staff of this data address any obvious problems/declining statistics?

Acceptable

N/A

Create an action plan for needed improvement and commendation for any dramatic improvement.

Does the action plan or commendation address the problem addressed within the analysis? Does it appear that implementation of the action plan will resolve the problem and correct the decline?

Unacceptable

Recommendation

The department needs to fully answer the question by describing its action plan.

Does the External Review Committee have any other analysis or recommendations for increasing enrollments based on the program/department's data?

Acceptable

Concern

The External Review Committee needs

more information from the Education Department before it can make a recommendation

For programs/departments with majors, review the graphs of program majors and the number of new majors by year. Provide an analysis of the program's/departments faculty and staff assessment of the problem and an action plan for needed improvement and commendation for any dramatic improvement.

Does the analysis by the faculty and staff of this data address any obvious problems/declining statistics regarding students enrolled as majors within the program/department? Does the action plan or commendation address the problem addressed within the analysis? Does it appear that implementation of the action plan will resolve the problem and correct the decline? Does the External Review Committee have any other analysis or recommendations for increasing the number of students majoring in this

program/department based on this program's/department's data?

Unacceptable

Recommendation

The department needs to fully answer all the questions in the Program Review.

Resources

Review the five-year graph(s) of the student-to-faculty ratio in the program/department.

Explain any increase or decrease that is more than a one-year anomaly.

None needed.

Does the analysis by the faculty and staff of this data address any obvious problems/declining statistics regarding student-to-faculty ratio within this program/department?

Unacceptable

Recommendation

The department needs to fully answer the question.

Provide an action plan for improvement of any identified problem.

Does the action plan or commendation address the problem addressed within the analysis? Does

it appear that implementation of the action plan will resolve the problem and correct the decline? Does the External Review Committee have any other analysis or recommendations regarding student-to-faculty ratio within this program/department?

Unacceptable

Recommendation

The department needs to describe its action plan.

In the database for [Roster of Instructional Staff](#) (also known as Roster of Faculty), review the credentials of each full-time and part-time faculty member within the program/department. If any faculty member does not meet the SACS and THECB requirements, evaluate whether additional documentation is significant to grant an exemption.

All meet necessary credentials.

Identify any faculty teaching a transfer course which, according to the information within the database for [Roster of Instructional Staff](#) (also known as Roster of Faculty) do not meet the requirements of faculty

teaching a transfer course and explain the credential problem. Identify any faculty teaching a technical course which, according to the information within the database for [Roster of Instructional Staff](#) (also known as Roster of Faculty) do not meet the requirements of faculty teaching a technical course and explain the credential problem based on SACS requirements and/or THECB requirements. Identify any faculty teaching a developmental course which, according to the information within the database for [Roster of Instructional Staff](#) (also known as Roster of Faculty) do not meet the requirements of faculty teaching a developmental course and explain the credential problem.

Acceptable

N/A

List the names and the last date for all full-time faculty evaluations based on the schedule indicated in the Faculty Performance Review (FPRP).

Evaluations are done every semester.

If any full-time faculty member (or Board-appointed faculty member) has not been completed the Faculty Performance Review (FPRP) within the past two years and is listed in the aforementioned Roster of Instructional Staff (also known as Roster of Faculty), identify the faculty member's name and the date of the last FPRP.

Acceptable

Concern

The department should give more information about the type of evaluations given.

List the names of each part-time faculty and the last date of evaluation by students and supervisor for each course taught.

Evaluations are done every semester.

If any part-time faculty member has not been evaluated by both students and supervisor for each course taught within the past year and is listed in the aforementioned Roster of Instructional Staff (also known as Roster of Faculty), identify the

faculty member's name and state the specific problem.

Acceptable

Concern

The department should give more information about the type of evaluations given.

Amarillo College's Board Policy Manual defines each faculty member's academic freedom as "full freedom in the classroom in discussing the subject being taught and to pursue research and publications. However, a faculty member must not attempt to force on students a personal viewpoint and must at all times allow for diversity of opinion." Has anyone in the program/department filed a grievance for violation of the aforementioned academic freedom?
no

If anyone within the department has filed a grievance for violation of academic freedom based on the definition stated in Amarillo College's Board Policy Manual, briefly describe the violation (excluding personal identifiers) and the total number of violations.

Acceptable

N/A

null

Which of the following library collections/resources/services have been used by faculty, staff and/or students within the past five years? (Select all that apply.)

Does it appear that the library collections/resources/services used by the faculty, staff, and/or students within the past five years are accurate and thorough?

Unacceptable

Recommendation

The department needs to fully answer the question.

Which two or three collection/resources/services should be improved to support Amarillo College's mission regarding teaching and service?

The online instructions for students taking online courses needs to be updated.

Has the program/department identified which two or three collections/resources/services should be improved to support Amarillo College's mission regarding teaching and service?

Unacceptable

Recommendation

The department needs to give more information about why and how the online instructions should be updated.

Does your program/department have discipline accreditation?

no

How has the library participated in this discipline's accreditation?

Does the program/department have a discipline accreditation? IF SO, has the library participated in completing the approver's evaluation?

Acceptable

N/A

null

After assessing the strengths and weaknesses of the program's/department's access to technology, what improvements would ensure that students have access and training in the use of technology?

With the increasing number of online students, it would be helpful if there was a pretest for students to take in order to take an online course.

Does the program's/department's assessment of strengths and weaknesses include ways to improve both students' access to & training in the use of technology?

Acceptable

N/A

null

What improvements would ensure that students use technology?

I am unsure since the transfer universities do not require computer concepts. Making students take a course that does not transfer could jeopardize students receiving financial aid or other funding.

Does the program's /department's answer include improvements that would ensure that students use technology? Are the recommendation(s) of this program/department feasible?

Acceptable

N/A

null

Review program/department operations. Does any operation present the possibility for violations of security, confidentiality, or integrity of student records?

no

What changes need to be made to

prevent violations of this nature?

After a review of this program's /department's operations based on this Self-Study and any other information available to this Committee, does any operation present the possibility for violations of security, confidentiality, or integrity of student records? If so, describe those operations and identify the violation possibility in detail.

Unacceptable

Recommendation

The department needs to explain why it is so confident that no violations could occur.

What changes need to be made to prevent violations of this nature?

Unacceptable

Recommendation

The department needs to fully answer the question.

Which support services need to be strengthened to better serve students in this program/department?

Explain what aspects of the services need to be strengthened.

None

Do the Self-Study recommendations of this program/department for support services that need to be improved appear to be valid?

Acceptable

N/A

null

Describe any indicators or problems that prevent a healthy, safe and secure environment for the students, faculty and staff of this program/department.

None

Are recommendations to assure a healthy, safe and secure environment for staff and students of this program/department valid? Are any of these recommendation(s) more significant and/or urgent?

Acceptable

N/A

null

Describe any indicators or problems that hamper adequate physical facilities, both on and off campus, to meet the needs of the program/department.

The size of our offices prevents faculty/staff from accessing student

records efficiently. The records are kept in the Directors office and when she is advising a student other faculty/staff interrupt the counseling of the student to access the files.

Do any of the problems or concerns regarding adequate physical facilities appear to be significant and/or urgent? Are there any other needs which this Self-Study didn't cite but are critical based on other information? Which of these needs are most significant and/or urgent?

Acceptable

N/A

null

Budget

Which program/department outcomes have resulted in budget requests to date?

The department started from a grant, and this is the first year that department operations have been strictly funded based on college funds.

Have any of this program's/department's outcomes resulted in budget requests to date? If not, why not?

Acceptable

N/A

Project the program's/department's

strategic initiatives for the next five years based on the program's/department's outcomes.

The department will be a team player in the division and will try to work with other department heads when requesting budgeted items. The department does not require any additional lab fees or equipment at this time that would be justified.

Has this program/department been able to project strategic initiatives for the next five years based on the program's/department's outcomes? If not, what appears to be blocking this program/department from accomplishing this?

Acceptable

N/A

Publications

If the program/department publishes any advertising or recruitment documents (electronic or paper), do the documents accurately represent Amarillo College and the program/department?

yes

If no, explain what is inaccurate.

IF the program/department has published any advertising or recruitment documents (electronic or paper), check at least one copy of each document and determine

**whether it accurately represents
Amarillo College and the
office/department?**

Acceptable

Concern

The department needs to describe what publications it produces and discuss if advertising is completed for the Education Department or incorporated with the AC advertising.

**IF anything appears to be inaccurate,
identify the apparent violation.**

Acceptable

N/A

Does the program/department publish any documents (electronic or paper) with references to SACS accreditation?

no

Are the references in compliance with SACS approved statement?

Which reference is not in compliance?

Describe how you will assure compliance for all references in the future.

**IF the program/department has
published any document(s) with a
reference to SACS accreditation, are
all references consistent with the
approved statement? (Approved**

reference: Amarillo College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Amarillo College.) IF any references are inconsistent, identify all documents with the inconsistent reference(s).

Acceptable

N/A

IF the Self-Study did identify the inconsistencies, does the plan for assuring future compliance appear to correct the problem? IF the Self-Study did NOT identify all inconsistencies, what plan does this Committee recommend?

Acceptable

N/A

Other

State any additional comments/concerns which may impact this program/department during the next five

years.

IF additional comments/concerns were included in the Self-Study regarding items which may impact this program/department during the next five years, what recommendations and/or concerns are warranted? IF NO such items were included in the Self-Study but this Committee feels such comments or concerns are valid, cite them and include any relevant recommendations.

Unacceptable

Recommendation

The department needs to fully answer the question.