2005-2006 Sciences and Engineering External Review Summative Report

Instructional	Yes	Division	Sciences and Engineering	Review Year	2005-2006	View	Print

Division	Year	Dept	Program	Question	Action	Comments
Sciences and Engineering	2005-2006	Biology	Biology	**1.Purpose** Question:(B.) When was the last time the programs/departments purpose statement was reviewed/revised by faculty and staff in the program/department?	Concern	The review without revisions would be more meaningful if it included some language that indicated the purpose statement was still consistent with that of the college's and then list the reasons. The department should also Include information about who reviewed the statement . Was a committee appointed or was a committee of volunteers solicited? What percentage of the faculty for the department participated?
Sciences and Engineering	2005-2006	Biology	Biology	**2. Improvements** Question: (A.) Identify at least one example of an improvement/revision which resulted from the annual PET forms for the last five years.	Concern	The department refers to the PET form in only the broadest of terms. Reviewers do not know what the PET form was measuring or how the Biology Department used the data discovered in the PET analysis to determine it needed new microscopes. The department refers to increased enrollment, but if that is the reason for new microscopes, they do not fully show the connection. Data should be given to demonstrate how the department uses the PET form in decision-making within the department.
Sciences and	2005-	Biology	Biology	**2. Improvements** Question:(B.) Identify at least one	Concern	The Biology

Engineering	2006			example of improvements/revisions which resulted from the last Program Review.		Department mentions several improvements since the last Program Review, but does not refer to it specifically. The question could be better answered by defining a correlation between the previous review and resulting improvements. Did the prior Program Review recommend new microscopes, a renovated Biology lab, or adding multi-media equipment?
Sciences and Engineering	2005-2006	Biology	Biology	**2. Improvements** Question:(C.) Identify all the delivery approaches used for courses within this program/department: (Select all that apply). traditional classroom web video interactive TV (ITV)	Concern	No work from the department is available for review on this question.
Sciences and Engineering	2005-2006	Biology	Biology	"**2. Improvements** Question:(D.) Identify at least one example of an improvement/revision that is a response to accomplish a strategy or tactical objective within the Strategic Plan through 2010. "	Concern	The Biology Department could more fully answer the question by including references to the specific items in the Strategic Plan that are addressed by the development of new online classes and class offerings on external campuses. Both those endeavors are useful, but the department should show a direct correlation to specifics of the Strategic Plan. Also, the department

						should explain the rationale behind Biology faculty involvement in Andragogy 101 and the Part-Time Faculty Certification program. Again, it should address the relationship to a specific point in the Strategic Plan.
Sciences and Engineering	2005-2006	Biology	Biology	**2. Improvements** Question:(E.) Provide names and titles of those who determined the process used to assess outcomes of the program and/or courses in the department.	Concern	Only three members of the faculty address outcomes assessment for the Biology Department. Knowing what percent of the whole Biology Department, faculty and staff those three individuals represent would be helpful. An inter-departmental review of the work for the three-person committee, with opportunity to suggest changes, would involve more of the department in the outcomes assessment process.
Sciences and Engineering	2005-2006	Biology	Biology	**2. Improvements** Question: (G.) Review the five-year graph(s) of course completions for the program/department. 1.Explain any increase or decrease that is more than a one-year anomaly.	Concern	The extent of the analysis is "fairly consistent." The department makes the assertion that a link exists between low student-to-faculty ratios and a higher completion rate, but presents no solid data to substantiate that theory.
Sciences and Engineering	2005-2006	Biology	Biology	**2. Improvements** Question:(H.) Does the program/department provide for alternative methods of awarding credit? (Select all that apply).	Concern	The department does not address the question of how the outcomes of alternative methods of awarding credit are comparable to those who enroll in and complete a class.
Sciences and Engineering	2005-2006	Biology	Biology	**2. Improvements** Question:(I.) For general education and/or core curriculum required by this program/department identify	Concern	The plan to correct weaknesses in assessment tools and outcomes would be

				the relevant competencies approved by the Academic Affairs Committee 2. Outline a plan for correcting any weaknesses.		stronger if it included specifics such as the following: • Will a task force be formed to look at the problem? • Who will be in charge of the re-evaluation and defining new success indicators? • When will they begin meeting? • Is there a time line for deliverables?
Sciences and Engineering	2005-2006	Biology	Biology	**III. Curricula** Question:(B.) How many curricula changes were approved by the Academic Affairs Committee during the past five years? 3. Which steps in the curricula change process had faculty involvement prior to submitting the curricula proposal(s) to the Academic Affairs Committee?	Concern	The only documentation of faculty involvement is the phrase "faculty suggested the following changes." The specific faculty members who were involved in curricula changes are not identified. The department does not document the processs for suggesting or approving change within the department. The list of curricula changes is inconsistently formatted and contains numerous spelling and grammatical errors.
Sciences and Engineering	2005-2006	Biology	Biology	**IV. Enrollment Data** Question:(A.) 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. **1.** If so, provide the faculty and staff analysis of their assessment of the problem.	Concern	The only analysis is "fairly constant" and "increasing steadily." The analysis makes the illogical claim that FTE is remaining constant although contact hours and total number of students is steadily increasing. The department presents an assumption about the growth trend without providing any evidence to

						substantiate it. "The faculty did not see any problem with the data" does not explain which faculty had a chance to analyze and react to the data. Were all the faculty involved or just a few? The analysis would be more meaningful if it discussed growth in percentage of increase or decrease over a specific period of time. The analysis should be quantified. Including charts or graphs or links to graphs or charts of the information would be helpful.
Sciences and Engineering	2005 - 2006	Biology	Biology	**V. Resources (A.) Faculty** Question:(2.) 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.	Concern	The list of faculty is not up to date.
Sciences and Engineering	2005 - 2006	Biology	Biology	**V. Resources (A.) Library** Question:(1.) 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)	Concern	The department does not list any library collections, resources, or services. Have no library resources or services been used? If so, that should be stated.
Sciences and Engineering	2005 - 2006	Biology	Biology	**V. Resources (A.) Library** Question:(2.) Which two or three collection/resources/services should be improved to support Amarillo College mission regarding teaching and service?	Concern	The department identified the eLearning Center as an area that needs improvement. It is housed in the library but not part of the library functionally. The answer does not address the question.
Sciences and Engineering	2005 - 2006	Biology	Biology	**V. Resources (C) Technology and Security/Privacy** Question:(1.) After assessing the strengths and weaknesses of the programs/departments access to technology, what improvements would ensure that students have	Concern	The department mentions lack of adequate computer hardware for faculty as a problem, but does not identify any strengths associated

				access and training in the use of technology?		with technology.
Sciences and Engineering	2005 - 2006	Biology	Biology	**V. Resources (C) Technology and Security/Privacy** Question:(2.) What improvements would ensure that students use technology?	Concern	The recommendation to purchase new technology would be much more effective if it specified what technology was required. The department should provide a list that included specific items such as new laptop computers for faculty, high definition projectors in classrooms, or new microscopes that met a certain criteria.
Sciences and Engineering	2005 - 2006	Biology	Biology	"**V. Resources (D) Support Services for Students** Question:(2.) Describe any indicators or problems that prevent a healthy, safe and secure environment for the students, faculty and staff of this program/department. "	Concern	The response has a few problems in grammar and capitalization.
Sciences and Engineering	2005 - 2006	Biology	Biology	**VI. Budget** Question:(A.) Which program/department outcomes have resulted in budget requests to date?	Concern	The department should write its responses in complete sentences.
Sciences and Engineering	2005 - 2006	Biology	Biology	**VI. Budget** Question:(B.) Project the programs/department strategic initiatives for the next five years based on the programs/departments outcomes	Concern	The writing contains some grammar errors and numerous typographical errors. Careful proofreading and correcting of those errors would substantially improve the response. Strategy 1.1 lists several classes that the Biology Department is dedicated to developing for online delivery; then, Strategy 8.1 says the department has already developed numerous web and hybrid classes. The department should list the classes already developed. It should also list with Strategy 10.2 the classes targeted for templates. The department should also show how the class templates will recruit or retain faculty with good

						teaching skills. Strategy 3.1 describes a web site developed by a Biology faculty member to help other Biology faculty with student advising. The department should provide a hyperlink to that web site, which would be helpful to reviewers. Similarly, in Strategy 6.1 hyperlinks to either of the partnership organizations would strengthen the writing. Discussion of Strategy 9.2 would be more compelling if it included some specifics about the grants that are being pursued. Specifically what department activities would the grants support? Explain how relationships with local businesses would be beneficial to the Biology department.
Sciences and Engineering	2005-2006	Biology	Biology	**VII. Publications** Question:(A.) If the program/department publishes any advertising or recruitment documents (electronic or paper), do the documents accurately represent Amarillo College and the program/department?	Concern	The department needs to provide a description of advertising and recruitment documents as well as a brief narrative explaining how they align with AC's and the Biology Department's goals.
Sciences and Engineering	2005-2006	Education	Education	**1.Purpose** Question:(C.) If the program/department offers continuing education credits	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.
Sciences and Engineering	2005-2006	Education	Education	**V. Resources (A.) Faculty** Question:(3.) List the names and the last date for all full-time faculty evaluations based on the schedule indicated in the Faculty Performance Review (FPRP).	Concern	The department should give more information about the type of evaluations given.

Sciences and Engineering	2005-2006	Education	Education	**V. Resources (A.) Faculty** Question:(4.) List the names of each part-time faculty and the last date of evaluation by students and supervisorfor each course taught	Concern	The department should give more information about the type of evaluations given.
Sciences and Engineering	2005-2006	Education	Education	**VII. Publications** Question:(A.) If the program/department publishes any advertising or recruitment documents (electronic or paper), do the documents accurately represent Amarillo College and the program/department?	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.
Sciences and Engineering	2005-2006	Electronics Technology	Electronic Systems Technology	**1.Purpose** Question:(D.) Does the program have admissions policies? 1.Where are the policies published?	Concern	Should the program have some kind of admissions policies? According to the Developmental Education Plan, the program requires passing the Accuplacer or taking remediation classes as a co-requisite when entering the program. This requirement should be mentioned here.
Sciences and Engineering	2005-2006	Electronics Technology	Electronic Systems Technology	**1.Purpose** Question:(F.) 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? 1. Identify the external approver(s) for the department/program.	Concern	The department should explain what Cisco Academy is and what it does. Is it an actual academy or is it a certain program?
Sciences and Engineering	2005-2006	Electronics Technology	Electronic Systems Technology	**1.Purpose** Question:(F.) 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? 2. What approval schedule is required by the external approver(s)?	Concern	The department needs to explain the WECM process.
Sciences and Engineering	2005-2006	Electronics Technology	Electronic Systems Technology	**"2. Improvements** Question:(D.) Identify at least one example of an improvement/revision that is a response to accomplish a strategy or tactical objective within the Strategic Plan through 2010. "	Concern	The department should identify what community needs are being meet. It should also clarify if the Networking Technology degree is new or if the addition of the security option is new.
Sciences and Engineering	2005-2006	Electronics Technology	Electronic Systems Technology	**2. Improvements** Question: (E.) Provide names and titles of those who determined the process used to assess outcomes of the program and/or courses in the	Concern	The department should explain what new form will be used, what it will measure, and who

				department. 2. Identify the primary reasons for the assessment tool(s) selected.		will develop it.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronic Systems Technology	**2. Improvements** Question: (F.) For student or program/course outcome assessments review the programs/departments five-year graph(s) of quantitativeresults or provide a brief narrative summary of qualitativeresults.	Concern	The department needs to clarify if the local job market has declined or if it is saturated. Also, the department should provide statistical evidence to show that the job market is "excellent" in other areas of the state. Again, specific numbers instead of 'several hundred' would be better. The significant decrease over the past five years should signal that there is a problem, yet in a later question, the department states that there is no problem, and still later, a solution is offered to a problem that was never identified.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronic Systems Technology	**2. Improvements** Question: (F.) For student or program/course outcome assessments review the programs/departments five-year graph(s) of quantitativeresults or provide a brief narrative summary of qualitativeresults	Concern	The department needs to be more specific, rather than saying "a few graduate students." Though the department has taken several steps, such as offering night classes and a fast track, it needs to clarify if these steps are a direct result of the "problem" of a declining enrollment.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronic Systems Technology	**2. Improvements** Question: (G.) Review the five-year graph(s) of course completions for the program/department. 1.Explain any increase or decrease that is more than a one-year anomaly.	Concern	The graphs the department refers to were for the whole Science and Engineering Division. If possible, it should provide data for this specific department.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronic Systems Technology	**2. Improvements** Question:(H.) Does the program/department provide for alternative methods of awarding credit? (Select all that apply).	Concern	The department needs to explain its assurance of comparable outcomes.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronic Systems Technology	**2. Improvements** Question:(I.) For general education and/or core curriculum required by this program/department identify the relevant competencies approved by the Academic Affairs Committee 1. Explain how outcomes for the competencies have been assessed	Concern	The department should provide a link to the catalog instead of just a page reference. Also, it could provide more specific data showing what the students in

				and achieved and provide links to the documentation.		this department are making in their general education classes.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronic Systems Technology	**2. Improvements** Question:(K.) For all technical programs/departments offering one or more technical programs (Associate in Applied Science or Certificates) review the programs/departments graphs of the results for job placement during the past five years 1. Explain any increase or decrease that is more than a one-year anomaly	Concern	The department needs to explain why it assumes that "several students" were not serious job seekers from the data provided. Was the decrease due to student apathy or job market declining? Earlier, the department states that the local job market was in decline, and now it states that there is no plan of action since the job market will increase. The department should explain what it bases these assumptions for the job market on.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronic Systems Technology	**III. Curricula** Question:(B.) How many curricula changes were approved by the Academic Affairs Committee during the past five years? 3. Which steps in the curricula change process had faculty involvement prior to submitting the curricula proposal(s) to the Academic Affairs Committee?	Concern	The department should tell who is in charge of the program's coordination and curriculum development.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronic Systems Technology	**III. Curricula** Question:(C.) Is any program within the department a technical program (e.g. AAS or certificate)? 2. Provide a link to the minutes of the last advisory committee(s) minutes in the Electronic Archives.	Concern	The answers are outdated due to the lapse in time from when the department wrote its review. If possible, they should be reevaluated. The link is not functioning.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronic Systems Technology	**IV. Enrollment Data** Question:(A.) 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. **1.** If so, provide the faculty and staff analysis of their assessment of the problem.	Concern	The department should rely on stronger evidence than feelings: "We feel" and "faculty feels."
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronic Systems Technology	**IV. Enrollment Data** Question:(A.) 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	Concern	If the department has an advertising plan, it should explain what it is and how it will be implemented.

				completers, determine if there is more than a one-year anomaly. **2.**Create an action plan for needed improvement and commendation for any dramatic improvement.		
Sciences and Engineering	2005-2006	Electronics Technology	Electronic Systems Technology	"**V. Resources (A.) Faculty** Question:(1.) Review the five-year graph(s) of the student to faculty ratio in the program/department. **a.** Explain any increase or decrease that is more than a one-year anomaly. "	Concern	The department should explain why it expects an increase in student enrollment, even though the labs restrict the number of students that can be accomodated.
Sciences and Engineering	2005-2006	Electronics Technology	Electronic Systems Technology	**V. Resources (A.) Faculty** Question:(1.) Review the five-year graph(s) of the student to faculty ratio in the program/department. **b.** Provide an action plan for improvement of any identified problem.	Concern	The response is a bit confusing. The department needs to provide the rationale for offering fewer courses and explain how it intends to "do a better job" and make class enrollment larger. Currently, are the classes too small, or does the department lack faculty to teach classes?
Sciences and Engineering	2005-2006	Electronics Technology	Electronic Systems Technology	**V. Resources (A.) Faculty** Question:(2.) 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.	Concern	The links in this question did not function properly.
Sciences and Engineering	2005-2006	Electronics Technology	Electronic Systems Technology	**V. Resources (A.) Faculty** Question:(3.) List the names and the last date for all full-time faculty evaluations based on the schedule indicated in the Faculty Performance Review (FPRP).	Concern	The link does not function.
Sciences and Engineering	2005-2006	Electronics Technology	Electronic Systems Technology	**V. Resources (C) Technology and Security/Privacy** Question:(1.) After assessing the strengths and weaknesses of the programs/departments access to technology, what improvements would ensure that students have access and training in the use of technology?	Concern	The department could be more specific.
Sciences and Engineering	2005-2006	Electronics Technology	Electronic Systems Technology	**V. Resources (C) Technology and Security/Privacy** Question:(2.) What improvements would ensure that students use technology?	Concern	As this is the first mention of equipment failure, the department should have perhaps addressed the issue in prior sections of the review as an area needing improvement.
Sciences	2005	Electronics	Electronic	**V. Resources (D) Support**	Concern	Again, this need

and Engineering	-2006	Technology	Systems Technology	**Services for Students** Question:(1.) Which support services need to be strengthened to better serve students in this program/department?		seems valid and perhaps should have been addressed in an earlier section.
Sciences and Engineering	2005 -2006	Electronics Technology	Electronic Systems Technology	**V. Resources (D) Support Services for Students** Question:(3.) Describe any indicators or problems that hamper adequate physical facilities, both on and off campus, to meet the needs of the program/department	Concern	Both concerns are urgent and should be addressed as soon as possible.
Sciences and Engineering	2005 -2006	Electronics Technology	Electronic Systems Technology	**VI. Budget** Question:(B.) Project the programs/department strategic initiatives for the next five years based on the programs/departments outcomes	Concern	The department could be more specific about how it will identify changes in the industry and who will track and recommend these changes. Also, it could give more information on how it will find funding and whom it will target for recruitment etc.
Sciences and Engineering	2005 -2006	Electronics Technology	Electronic Systems Technology	**VII. Publications** Question:(A.) If the program/department publishes any advertising or recruitment documents (electronic or paper), do the documents accurately represent Amarillo College and the program/department?	Concern	The department needs to give more information on what it published.
Sciences and Engineering	2005 -2006	Electronics Technology	Electronic Systems Technology	**VII. Publications** Question:(B.) Does the program/department publish any documents (electronic or paper) with references to SACS accreditation? 1. Are the references in compliance with SACS approved statement?	Concern	The department could provide more specific examples and evidence.
Sciences and Engineering	2005 -2006	Electronics Technology	Electronics Engineering Technology	**1.Purpose** Question: (A.) State the purpose of the program/department. How is this purpose within the mission of Amarillo College?	Concern	"goal 5" should read "AC Strategic Plan Goal 5." The department should also provide a hyperlink to this goal.
Sciences and Engineering	2005 -2006	Electronics Technology	Electronics Engineering Technology	**1.Purpose** Question:(D.) Does the program have admissions policies? 1.Where are the policies published?	Concern	Because all AC students have admission policies to follow and adhere to, the department should provide a statement regarding AC admission policies and/or a hyperlink to the standard AC policies.
Sciences and Engineering	2005 -2006	Electronics Technology	Electronics Engineering Technology	**2. Improvements** Question: (A.) Identify at least one example of an improvement/revision which resulted from the annual PET forms for the last five years.	Concern	The department should provide a link to the PET form.
Sciences	2005	Electronics	Electronics	**2. Improvements**	Concern	The department

and Engineering	- 2006	Technology	Engineering Technology	Question:(B.) Identify at least one example of improvements/revisions which resulted from the last Program Review.		should include the actual recommendation from the last program review.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronics Engineering Technology	"**2. Improvements** Question:(D.) Identify at least one example of an improvement/revision that is a response to accomplish a strategy or tactical objective within the Strategic Plan through 2010. "	Concern	The department should specifically refer to and provide a link to this part of the Strategic Plan.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronics Engineering Technology	**2. Improvements** Question:(E.) Provide names and titles of those who determined the process used to assess outcomes of the program and/or courses in the department.	Concern	The department should update this information to reflect current AC staff/titles.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronics Engineering Technology	**2. Improvements** Question: (E.) Provide names and titles of those who determined the process used to assess outcomes of the program and/or courses in the department. 2. Identify the primary reasons for the assessment tool(s) selected.	Concern	The department needs to explain why it will not continue to use PET forms as assessment tools. If a new type of form has been developed, the department should explain what it is. Also, the department should provide links to either the PET or new form.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronics Engineering Technology	**2. Improvements** Question: (F.) For student or program/course outcome assessments review the programs/departments five-year graph(s) of quantitativeresults or provide a brief narrative summary of qualitativeresults.	Concern	The department should provide a link to the graph referred to.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronics Engineering Technology	**2. Improvements** Question:(I.) For general education and/or core curriculum required by this program/department	Concern	The department should provide a link to the online catalog requirements to show that this program meets general education competencies and/or provide a more detailed explanation of how this program meets relevant competencies.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronics Engineering Technology	**2. Improvements** Question:(I.) For general education and/or core curriculum required by this program/department identify the relevant competencies approved by the Academic Affairs Committee 1. Explain how outcomes for the competencies have been assessed and achieved and provide links to the documentation.	Concern	The department should provide links to the online catalog page or section that applies to this program and possibly provide a more detailed explanation of how outcomes have been assessed and achieved.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronics Engineering	**2. Improvements** Question:(K.) For all technical programs/departments offering one	Concern	The department needs to discuss whether it has taken

g			Technology	or more technical programs (Associate in Applied Science or Certificates) review the programs/departments graphs of the results for job placement during the past five years 1. Explain any increase or decrease that is more than a one-year anomaly		the above steps to track student job placement, what the survey data identify, and if there are any other steps that could be taken to identify job placement success.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronics Engineering Technology	**III. Curricula** Question:(B.) How many curricula changes were approved by the Academic Affairs Committee during the past five years? 3. Which steps in the curricula change process had faculty involvement prior to submitting the curricula proposal(s) to the Academic Affairs Committee?	Concern	The department should describe which faculty reviewed the revisions to ensure broad representation. Also, who is the faculty member in charge of the program coordination and development?
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronics Engineering Technology	**III. Curricula** Question:(C.) Is any program within the department a technical program (e.g. AAS or certificate)? 3. Provide a link to the appropriate committee membership of the advisory committee(s) in the Electronic Archives.	Concern	The department should provide committee membership and peridoically review membership to ensure adequate representation.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronics Engineering Technology	**IV. Enrollment Data** Question:(A.) 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. **1.** If so, provide the faculty and staff analysis of their assessment of the problem.	Concern	The department needs to update the data as soon as possible.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronics Engineering Technology	**IV. Enrollment Data** Question:(A.) 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. **2.**Create an action plan for needed improvement and commendation for any dramatic improvement.	Concern	The department needs to update the data as soon as possible.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronics Engineering Technology	"**IV. Enrollment Data** Question:(B.) For programs/departments with majors, review the graphs of program majors and the number of new majors by year. 1. Provide an analysis of the programs/departments faculty and staff assessment of the problem and an action plan for needed improvement and commendation for any dramatic improvement "	Concern	The department needs to update the data as soon as possible.
Sciences and Engineerin	2005 - 2006	Electronics Technolog y	Electronics Engineerin g	**V. Resources (A.) Faculty** Question:(2.) In the database for Roster of Instructional Staff (also	Concern	The department should make sure that all faculty still

g			Technology	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.		meet the above criteria, including any part-time faculty that may now be employed through the program.
Sciences and Engineerin g	2005 - 2006	Electronics Technolog y	Electronics Engineerin g Technology	**V. Resources (A.) Faculty** Question:(3.) List the names and the last date for all full-time faculty evaluations based on the schedule indicated in the Faculty Performance Review (FPRP).	Concern	Has the department hired any additional instructors since 2005-2006 that need to be included?
Sciences and Engineerin g	2005 - 2006	Electronics Technolog y	Electronics Engineerin g Technology	**V. Resources (A.) Faculty** Question:(4.) List the names of each part-time faculty and the last date of evaluation by students and supervisorfor each course taught	Concern	Has the department hired any part-time instructors since 2005-2006 that need to be included?
Sciences and Engineerin g	2005 - 2006	Electronics Technolog y	Electronics Engineerin g Technology	**V. Resources (A.) Library** Question:(2.) Which two or three collection/resources/services should be improved to support Amarillo College mission regarding teaching and service?	Concern	The department could possibly add peer tutoring to its program.
Sciences and Engineerin g	2005 - 2006	Electronics Technolog y	Electronics Engineerin g Technology	**V. Resources (C) Technology and Security/Privacy** Question:(2.) What improvements would ensure that students use technology?	Concern	The above sentence should state "...which presently is not being used." Also, if the computer lab has been updated since 2005-2006 to allow the use of this and other desired software, the department should make use of this improvement.
Sciences and Engineerin g	2005 - 2006	Electronics Technolog y	Electronics Engineerin g Technology	**VII. Publications** Question:(A.) If the program/department publishes any advertising or recruitment documents (electronic or paper), do the documents accurately represent Amarillo College and the program/department?	Concern	The department needs to describe these documents and/or provide a link to them.
Sciences and Engineerin g	2005 - 2006	Electronics Technolog y	Electronics Engineerin g Technology	**VII. Publications** Question:(B.) Does the program/department publish any documents (electronic or paper) with references to SACS accreditation? 1. Are the references in compliance with SACS approved statement?	Concern	The department needs to describe these documents and/or provide a link to them.
Sciences and Engineerin g	2005 - 2006	Electronics Technolog y	Electronics Engineerin g Technology	**VIII. Other** Question:(A.) State any additional comments/concerns which may impact this program/department during the next five years.	Concern	The department needs to explain how it plans to increase enrollment in the coming years.
Sciences and Engineerin g	2005 - 2006	Biology	Biology	"**2. Improvements** Question:(E.) Provide names and titles of those who determined the process used to assess outcomes of	Recommendatio n	The department needs to clearly define its assessment of

				the program and/or courses in the department. 1. Explain the primary reasons behind the competencies that were selected."""		competencies. "Success in courses and in future courses" does not specify what grade a student must achieve to qualify as successful. Does the student only have to pass the class? The department could also provide more information about qualitative discussions with faculty from other divisions to understand how these discussions apply to measuring competencies or outcome assessment. Are they documented or tracked in any way? Are the discussions formal and do they follow a consistent format with consistent questions each semester? How is information from the discussions used for improvement in the future? The department needs to address analysis of outcomes and provide links to assessment data.
Sciences and Engineering	2005-2006	Biology	Biology	**2. Improvements** Question: (E.) Provide names and titles of those who determined the process used to assess outcomes of the program and/or courses in the department. 2. Identify the primary reasons for the assessment tool(s) selected.	Recommendation	If the assessment tool is student grades and if the benchmark for success is identified (grades A through C in Biology classes, non-F grades in Nursing or Allied Health classes, etc), the tool should provide valid and reliable results. If the assessment tool is measuring the success of students who transfer to other colleges, then again, the bench mark for

						success will need to be identified. Also, the availability that data will be available after the student leaves AC is questionable.
Sciences and Engineering	2005 - 2006	Biology	Biology	**2. Improvements** Question: (F.) For student or program/course outcome assessments review the programs/departments five-year graph(s) of quantitativeresults or provide a brief narrative summary of qualitativeresults.	Recommendation	As discussed above, the department does not document the qualitative data within this review, nor does it clearly identify or document the quantitative results it mentions. No five-year results are available for review.
Sciences and Engineering	2005 - 2006	Biology	Biology	**2. Improvements** Question:(I.) For general education and/or core curriculum required by this program/department identify the relevant competencies approved by the Academic Affairs Committee 1. Explain how outcomes for the competencies have been assessed and achieved and provide links to the documentation.	Recommendation	The explanation of assessment approaches is not thorough. As was mentioned above, the department does not clearly establish its benchmark for success in a class or future courses and does not define qualitative discussion with members of other disciplines in a way that makes analysis clear. It also needs to provide links to documentation verifying the assessment results.
Sciences and Engineering	2005 - 2006	Biology	Biology	**IV. Enrollment Data** Question:(A.) 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. **2.**Create an action plan for needed improvement and commendation for any dramatic improvement.	Recommendation	The analysis from the question above indicates that no problem is present, yet three classes that consistently have low enrollment are discussed here. The problem with the genetics course is linked to poor advising, but the department does not suggest a plan to correct the advising problem. The action plan should include some means of addressing this problem with advising and counseling. Another

						issue linked to the genetics class is the cycle in which the class is offered, but the department fails to fully explain why the cycle is flawed. It does, however, indicate that the problem will "persist into the future" without addressing how the problem might be fixed. The two biotechnology classes are said to have low enrollments because they are new and not well-established. The department recommends advertising and recruitment, but does not offer a real plan of action. Rather than stating that the department will evaluate the best method of advertising and recruitment, the action plan should include details like contacting College Relations for help with an advertising campaign or the college recruiters for help with recruitment. The action plan might also outline who will be responsible for following through with advertising and recruitment changes to assure the low enrollment classes receive attention.
Sciences and Engineering	2005-2006	Biology	Biology	"**IV. Enrollment Data** Question:(B.) For programs/departments with majors, review the graphs of program majors and the number of new majors by year. 1. Provide an analysis of the programs/departments faculty and staff assessment of the problem and an action plan for needed	Recommendation	The department provides insufficient analysis of the data. It declares the low enrollment of two classes is caused by "lack of advertisement," but gives no evidence to substantiate the

				improvement and commendation for any dramatic improvement "		conclusion. No action plan exists to correct the problem.
Sciences and Engineering	2005-2006	Education	Education	**1.Purpose** Question: (A.) State the purpose of the program/department. How is this purpose within the mission of Amarillo College?	Recommendation	The department needs to answer the question.
Sciences and Engineering	2005-2006	Education	Education	**1.Purpose** Question:(B.) When was the last time the programs/departments purpose statement was reviewed/revised by faculty and staff in the program/department?	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?
Sciences and Engineering	2005-2006	Education	Education	**1.Purpose** Question:(D.) Does the program have admissions policies? 2.Explain how these policies are consistent with the mission of Amarillo College.	Recommendation	The department needs to answer the question.
Sciences and Engineering	2005-2006	Education	Education	**1.Purpose** Question:(E.) Is the program/department accredited? 1. Which agencies or organizations accredit the department/program?	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?"
Sciences and Engineering	2005-2006	Education	Education	**1.Purpose** Question:(E.) Is the program/department accredited? 2. How many years are in the accreditation cycle?	Recommendation	The department needs to answer the question.
Sciences and Engineering	2005-2006	Education	Education	**1.Purpose** Question:(E.) Is the program/department accredited? 3. When was the accreditation affirmed or granted?	Recommendation	The department needs to answer the question.
Sciences and Engineering	2005-2006	Education	Education	**1.Purpose** Question:(E.) Is the program/department accredited? 4. What is the current status of the accreditation?	Recommendation	The department needs to answer the question.
Sciences and Engineering	2005-2006	Education	Education	**2. Improvements** Question: (A.) Identify at least one example of an improvement/revision which resulted from the annual PET forms for the last five years.	Recommendation	The department should provide information directly from the PET forms to review.
Sciences and	2005-	Education	Education	**2. Improvements** Question:(C.) Identify all the	Recommendation	The department needs to fully answer

Engineerin g	2006			delivery approaches used for courses within this program/department: (Select all that apply). traditional classroom web video interactive TV (ITV)		the question.
Sciences and Engineerin g	2005 - 2006	Education	Education	**2. Improvements** Question: (E.) Provide names and titles of those who determined the process used to assess outcomes of the program and/or courses in the department. 2. Identify the primary reasons for the assessment tool(s) selected.	Recommendatio n	The department should answer the primary reasons for the assessment tools selection question.
Sciences and Engineerin g	2005 - 2006	Education	Education	**2. Improvements** Question:(H.) Does the program/department provide for alternative methods of awarding credit? (Select all that apply).	Recommendatio n	The department needs to fully answer the questions.
Sciences and Engineerin g	2005 - 2006	Education	Education	**2. Improvements** Question:(I.) For general education and/or core curriculum required by this program/department	Recommendatio n	The department needs to fully answer the questions.
Sciences and Engineerin g	2005 - 2006	Education	Education	**2. Improvements** Question:(I.) For general education and/or core curriculum required by this program/department identify the relevant competencies approved by the Academic Affairs Committee 1. Explain how outcomes for the competencies have been assessed and achieved and provide links to the documentation.	Recommendatio n	The department needs to fully answer the questions.
Sciences and Engineerin g	2005 - 2006	Education	Education	**2. Improvements** Question:(I.) For general education and/or core curriculum required by this program/department identify the relevant competencies approved by the Academic Affairs Committee 2. Outline a plan for correcting any weaknesses.	Recommendatio n	The department needs to fully answer the question.
Sciences and Engineerin g	2005 - 2006	Education	Education	**2. Improvements** Question:(J.)Do students/graduates in this program/department have to be certified or licensed? **yes** 1.Explain any increase or decrease that is more than one-year anomaly.	Recommendatio n	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.
Sciences and Engineerin g	2005 - 2006	Education	Education	**2. Improvements** Question:(J.)Do students/graduates in this program/department have to be certified or licensed? **yes** 2.Provide a plan of action for the identified problem	Recommendatio n	The department needs to fully answer the question.
Sciences and Engineerin g	2005 - 2006	Education	Education	**2. Improvements** Question:(K.) For all technical programs/departments offering one or more technical programs (Associate in Applied Science or Certificates) review the programs/departments graphs of the results for job placement during the past five years 1. Explain any increase or decrease	Recommendatio n	The department needs to fully answer the question.

				that is more than a one-year anomaly		
Sciences and Engineering	2005 - 2006	Education	Education	**2. Improvements** Question:(K.) For all technical programs/departments offering one or more technical programs (Associate in Applied Science or Certificates) review the programs/departments graphs of the results for job placement during the past five years 2. Provide a plan of action for the identified problem.	Recommendation	The department needs to provide information for its plan of action.
Sciences and Engineering	2005 - 2006	Education	Education	**III. Curricula** Question:(A.) Does the program/department have affiliation(s)/agreement(s)/contract(s) with any other entity for the purpose of delivering instructional content? 2. Provide an analysis of the review.	Recommendation	The department needs to answer the question.
Sciences and Engineering	2005 - 2006	Education	Education	**III. Curricula** Question:(B.) How many curricula changes were approved by the Academic Affairs Committee during the past five years? 3. Which steps in the curricula change process had faculty involvement prior to submitting the curricula proposal(s) to the Academic Affairs Committee?	Recommendation	The department needs to fully answer the questions.
Sciences and Engineering	2005 - 2006	Education	Education	**IV. Enrollment Data** Question:(A.) 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. **2.**Create an action plan for needed improvement and commendation for any dramatic improvement.	Recommendation	The department needs to fully answer the question by describing its action plan.
Sciences and Engineering	2005 - 2006	Education	Education	"**IV. Enrollment Data** Question:(B.) For programs/departments with majors, review the graphs of program majors and the number of new majors by year. 1. Provide an analysis of the programs/departments faculty and staff assessment of the problem and an action plan for needed improvement and commendation for any dramatic improvement "	Recommendation	The department needs to fully answer all the questions in the Program Review.
Sciences and Engineering	2005 - 2006	Education	Education	"**V. Resources (A.) Faculty** Question:(1.) Review the five-year graph(s) of the student to faculty ratio in the program/department. **a.** Explain any increase or decrease that is more than a one-year anomaly. "	Recommendation	The department needs to fully answer the question.
Sciences and Engineerin	2005 - 2006	Education	Education	**V. Resources (A.) Faculty** Question:(1.) Review the five-year graph(s) of the student to faculty	Recommendation	The department needs to describe its action plant

g				ratio in the program/department. **b.** Provide an action plan for improvement of any identified problem.		
Sciences and Engineerin g	2005 - 2006	Education	Education	**V. Resources (A.) Library** Question:(1.) 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)	Recommendatio n	The department needs to fully answer the question.
Sciences and Engineerin g	2005 - 2006	Education	Education	**V. Resources (A.) Library** Question:(2.) Which two or three collection/resources/services should be improved to support Amarillo College mission regarding teaching and service?	Recommendatio n	The department needs to give more information about why and how the online instructions should be updated.
Sciences and Engineerin g	2005 - 2006	Education	Education	**V. Resources (C) Technology and Security/Privacy** Question:(3.) Review program/department operations. Does any operation present the possibility for violations of security, confidentiality, or integrity of student records?	Recommendatio n	The department needs to explain why it is so confident that no violations could occur.
Sciences and Engineerin g	2005 - 2006	Education	Education	**V. Resources (C) Technology and Security/Privacy** Question:(3.) Review program/department operations. Does any operation present the possibility for violations of security, confidentiality, or integrity of student records? a. What changes need to be made to prevent violations of this nature?	Recommendatio n	The department needs to fully answer the question.
Sciences and Engineerin g	2005 - 2006	Education	Education	**VIII. Other** Question:(A.) State any additional comments/concerns which may impact this program/department during the next five years.	Recommendatio n	The department needs to fully answer the question.
Sciences and Engineerin g	2005 - 2006	Electronics Technolog y	Electronic Systems Technology	**1.Purpose** Question: (A.) State the purpose of the program/department. How is this purpose within the mission of Amarillo College?	Recommendatio n	The wording of the second sentence is confusing: "This statement prepares." Do "goal 2 and goal 5" refer to the Strategic Plan? The response addresses the department's purpose but does not address how the AC mission statement relates to the purpose statement.
Sciences and Engineerin g	2005 - 2006	Electronics Technolog y	Electronic Systems Technology	**1.Purpose** Question:(C.) If the program/department offers continuing education credits	Recommendatio n	The response fails to address the AC mission statement. What is goal 6 of the strategic plan and how does this program offering continuing education credits meet this goal of obtaining new and expanded revenue opportunities?

Sciences and Engineering	2005 - 2006	Electronics Technology	Electronic Systems Technology	**2. Improvements** Question: (A.) Identify at least one example of an improvement/revision which resulted from the annual PET forms for the last five years.	Recommendation	The department needs to explain what a security option is and what the goal on the PET form was that resulted in this change/improvement.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronic Systems Technology	**2. Improvements** Question:(B.) Identify at least one example of improvements/revisions which resulted from the last Program Review.	Recommendation	The department needs to explain what the recommendation from the Program Review was that resulted in the improvement.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronic Systems Technology	**2. Improvements** Question:(C.) Identify all the delivery approaches used for courses within this program/department: (Select all that apply). traditional classroom web video interactive TV (ITV)	Recommendation	The department needs to specifically address the Strategic Plan in its response. Though it partially answered the question, it did not show directly how this program relates to the Strategic Plan.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronic Systems Technology	"**2. Improvements** Question:(E.) Provide names and titles of those who determined the process used to assess outcomes of the program and/or courses in the department. 1. Explain the primary reasons behind the competencies that were selected."""	Recommendation	The department needs to identify what industry it refers to and how the needs of the industry are communicated to this department in order to determine what competencies would meet these needs. It should also explain the "job placement chart" and explain if this job placement chart is actually being used or "can" be used.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronic Systems Technology	**2. Improvements** Question:(J.)Do students/graduates in this program/department have to be certified or licensed? **yes** 1.Explain any increase or decrease that is more than one-year anomaly.	Recommendation	The department needs to answer the question.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronic Systems Technology	**2. Improvements** Question:(J.)Do students/graduates in this program/department have to be certified or licensed? **yes** 2.Provide a plan of action for the identified problem	Recommendation	The department needs to answer the question.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronic Systems Technology	**III. Curricula** Question:(A.) Does the program/department have affiliation(s)/agreement(s)/contract(s) with any other entity for the purpose of delivering instructional content? 2. Provide an analysis of the review.	Recommendation	The department needs to answer the questions fully by providing information on how the college has ensured the quality of the program and what the schedule is for program review.

Sciences and Engineering	2005 - 2006	Electronics Technology	Electronic Systems Technology	**V. Resources (A.) Faculty** Question:(4.) List the names of each part-time faculty and the last date of evaluation by students and supervisorfor each course taught	Recommendation	If there were no part-time faculty, the department needs to make that information clear.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronics Engineering Technology	**2. Improvements** Question: (G.) Review the five-year graph(s) of course completions for the program/department. 1.Explain any increase or decrease that is more than a one-year anomaly.	Recommendation	The graph is out-of-date and needs to be updated in order to be meaningful. Is more current data available to explain enrollment trends?
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronics Engineering Technology	**2. Improvements** Question: (G.) Review the five-year graph(s) of course completions for the program/department. 2. Provide the programs/departments plan of action for improving any identified problem or results from the implementation of the plan of action.	Recommendation	Since enrollment appears to have declined significantly, based on comments made within this program review, the department needs to obtain current data so that it can address any identifiable problems or concerns.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronics Engineering Technology	**III. Curricula** Question:(A.) Does the program/department have affiliation(s)/agreement(s)/contract(s) with any other entity for the purpose of delivering instructional content? 2. Provide an analysis of the review.	Recommendation	The department needs to answer the questions.
Sciences and Engineering	2005 - 2006	Electronics Technology	Electronics Engineering Technology	**III. Curricula** Question:(C.) Is any program within the department a technical program (e.g. AAS or certificate)? 2. Provide a link to the minutes of the last advisory committee(s) minutes in the Electronic Archives.	Recommendation	The links do not work.