**OAKLAND
COMMUNITY
COLLEGE®**

WELCOME TO THE CURRICULUM REVIEW
SELF-STUDY PROCESS

Discipline/Program ____Architecture____   Coordinator(s) ____Syed Ahsan____

CRC Mentor ____Gail Mays____   Review Date: ____January 18, 2008____

Thank you for agreeing to coordinate the Curriculum Review in your area. As Discipline/Program Case Review Coordinator, it is your responsibility to make sure the steps detailed below are completed by the Review Date. Your packet includes instructions and forms for completing the Review. If needed, a CRC mentor is available to you. Your Dean will also be able to provide meaningful assistance in completing this important task.

In the Part I-Core Review, the College asks your discipline/program to analyze its curriculum from a variety of perspectives. These include course offerings and contents, enrollment/retention, transfer trends, and plans for the future. An additional section of activities is contained in Part II. The nature of these review activities will depend on whether you are a member of a Discipline or a Program.

Included in this document to help you work on your review are: 1) Data Collection forms to distribute to your Discipline/Program Case colleagues and 2) Data Analysis forms with summary sections. Allow two to three months for this work. Please send all completed forms to the Chair of CRC 3 weeks prior to your scheduled review.

Once again, thank you for agreeing to work on this very important process with your colleagues. Together we will constantly strive to ensure the excellence of instruction at OCC.

College Curriculum Review Membership
2007-2008

Imagene Bailey (OR)	Diane Hill (OR)	Janet Peart (AH)
Thomas Boozer (AH)	Tony Ingram (OR)	Letyna Roberts (ex-officio)
Nadia Boulos (HL)	Darlene Levinson (OR)	Gail Mays (AH)-Chair
Charlott Couch (RO/SF)	Beverly Stanbrough (RO/SF)	

CURRICULUM REVIEW SELF-STUDY PROCESS
FOR
DISCIPLINE/PROGRAM COORDINATORS

Coordinator: The bold type below indicates forms that are attached and also available on the P drive. Check off steps as completed.

☐ Step 1—Request that the Office of Assessment & Effectiveness (contact information available on InfoMart) to send you the Dashboard data for your Discipline/Program.

☐ Step 2— If you are an occupational program coordinator, distribute the PROE surveys to faculty, students, and advisory committees. Return completed surveys to the OCC's Office of State and Federal Programs 6 weeks before your scheduled review.

☐ Step 3—Send the **Data Collection** forms to all the full-time faculty and/or adjunct members of your Discipline/Program, as specified on each form.

☐ Step 4—Collect syllabi from all adjuncts and full-time faculty for every course they are teaching, and complete the **Data Collection** forms for each course.

☐ Step 5—After collecting the above data, complete the **Data Analysis** forms to help you organize and analyze the information you've gathered.

☐ Step 6— Complete the Curriculum Review Report by compiling the **Data Analysis** forms

☐ Step 7—Forward a DRAFT copy of your compiled Discipline/Program Curriculum Review Report along with a **Faculty Sign-off** form to all faculty participating in the review at least 6 weeks prior to your review appointment. NOTE: As part of the official CRC Review Document, please include the returned Faculty Sign-Off forms.

☐ Step 8—Send a completed hard copy of all completed forms (including the **Data Collection, Data Analysis** forms) to the Chairperson of the Curriculum Review Committee at least 3 weeks prior to your review, along with enough copies of your completed report for each committee member. The Chairperson will distribute them.

☐ Step 9—Present the Discipline/Program Self-Study to the Curriculum Review Committee on the appointed date.

The Curriculum Review Committee will then provide your Discipline/Program with recommendations and suggestions and share the results of your review with the College Academic Senate, Vice-Chancellor of Academic and Student Services, and the Office of Assessment & Effectiveness.

CRC
PART I-CORE REVIEW

Coordinator: Data Collection and Data Analysis forms for the following review areas are attached. Please also attach a copy of your program requirements from the catalog and all course descriptions.

A.   CATALOG COURSE DESCRIPTIONS

- Please reproduce copies of all your Discipline/Program catalog course descriptions, and distribute them to the full-time members of the Discipline/Program with the Data Collection form asking the faculty to comment on whether the catalog course descriptions are accurate, clear, and current.
- Analyze the responses in order to determine where there is a need for revision.

B.   SYLLABUS REVIEW

- Collect syllabi from all full-time and adjunct faculty for every section of each courses listed in the catalog under your Discipline/Program.
- Analyze where there are inconsistencies or omissions in the syllabi.

C.   ENROLLMENT TRENDS AND STUDENT RETENTION

- Collect the Dashboard enrollment and retention data for the current and last academic year (available from the Office of Assessment & Effectiveness).
- Analyze areas of strength and weakness. Discuss, where applicable, student recruitment and student retention strategies that your Discipline/Program participates in currently or intends to implement in the future.

D.   DISCLIPLINE/PROGRAM NEEDS AND RESOURCES

- Collect information on the Discipline/Program's current and anticipated needs and resources by distributing the Data Collection form to all full and adjunct faculty.
- Discuss what resources and staff development activities your Discipline/Program needs and also indicate necessary curriculum changes/revisions where appropriate.

DATA COLLECTION

CORE REVIEW
A. CATALOG COURSE DESCRIPTION

FOR: _APL-1000_

Course Number

Coordinator: Distribute this form to <u>all full-time members</u> of the discipline/program for every course listed in the catalog.

<u>CATALOG COURSE DESCRIPTION:</u>

	Yes	No
Accurate	☒	☐
Clear	☒	☐
Current	☒	☐

NUMBER OF CREDITS
Appropriate ☒   ☐

Please explain any NO answer:

Please return to_Syed Ahsan_____at ___AH_____ by_____.

    Name   Campus   Date

DATA COLLECTION

CORE REVIEW

A. CATALOG COURSE DESCRIPTION

FOR: _APC 1040_

Course Number

Coordinator: Distribute this form to <u>all full-time members</u> of the discipline/program for every course listed in the catalog.

CATALOG COURSE DESCRIPTION:

	Yes	No
Accurate	☒	☐
Clear	☒	☐
Current	☒	☐
NUMBER OF CREDITS Appropriate	☒	☐

Please explain any NO answer:

Please return to <u>Syed Ahsan</u> at ___AH___ *by* _____ .

Name   Campus   Date

DATA COLLECTION

CORE REVIEW
A. CATALOG COURSE DESCRIPTION

FOR: _APC 1130_
Course Number

Coordinator: Distribute this form to all full-time members of the discipline/program for every course listed in the catalog.

CATALOG COURSE DESCRIPTION:

	Yes	No
Accurate	☒	☐
Clear	☒	☐
Current	☒	☐

NUMBER OF CREDITS
Appropriate ☒ ☐

Please explain any NO answer:

Please return to_Syed Ahsan_____at____AH_____by_____.
Name   *Campus*   *Date*

4
1/16/2008
PROE

DATA COLLECTION

CORE REVIEW
  A. CATALOG COURSE DESCRIPTION

FOR: _ARC 1140_

Course Number

Coordinator: Distribute this form to <u>all full-time members</u> of the discipline/program for every course listed in the catalog.

<u>CATALOG COURSE DESCRIPTION:</u>

	Yes	No
Accurate	☒	☐
Clear	☒	☐
Current	☒	☐
NUMBER OF CREDITS Appropriate	☒	☐

Please explain any NO answer:

Please return to_Syed Ahsan_____at____AH_____ by_____.
               Name   Campus   Date

DATA COLLECTION

CORE REVIEW
   A.   CATALOG COURSE DESCRIPTION

<div style="text-align:center">

FOR: <u>ARC 1500</u>

Course Number

</div>

Coordinator: Distribute this form to <u>all full-time members</u> of the discipline/program for every course listed in the catalog.

<u>CATALOG COURSE DESCRIPTION:</u>

	Yes	No
Accurate	☒	☐
Clear	☒	☐
Current	☒	☐

NUMBER OF CREDITS
   Appropriate   ☒   ☐

Please explain any NO answer:

Please return to <u>Syed Ahsan</u> *at* <u> AH </u> *by* <u>   </u>.

             Name   Campus   Date

DATA COLLECTION

CORE REVIEW
A. CATALOG COURSE DESCRIPTION

FOR: _A̲P̲C̲ ̲2̲.̲1̲1̲0̲_
Course Number

Coordinator: Distribute this form to <u>all full-time members</u> of the discipline/program for every course listed in the catalog.

<u>CATALOG COURSE DESCRIPTION:</u>

	Yes	No
Accurate	☒	☐
Clear	☒	☐
Current	☒	☐
NUMBER OF CREDITS Appropriate	☒	☐

Please explain any NO answer:

Please return to _Syed Ahsan_ *at* _AH_ *by* _____ .
Name   Campus   Date

4
1/16/2008
PROE

DATA COLLECTION

CORE REVIEW

A. CATALOG COURSE DESCRIPTION

FOR: APC 2120

Course Number

Coordinator: Distribute this form to __*all full-time members*__ *of the discipline/program for every course listed in the catalog.*

CATALOG COURSE DESCRIPTION:

	Yes	No
Accurate	☒	☐
Clear	☒	☐
Current	☒	☐
NUMBER OF CREDITS Appropriate	☒	☐

Please explain any NO answer:

Please return to __*Syed Ahsan*__ *at* ___*AH*___ *by*_____.

Name   Campus   Date

DATA COLLECTION

CORE REVIEW
A. CATALOG COURSE DESCRIPTION

FOR: _ARC 2180_
Course Number

Coordinator: Distribute this form to all full-time members of the discipline/program for every course listed in the catalog.

CATALOG COURSE DESCRIPTION:

	Yes	No
Accurate	☒	☐
Clear	☒	☐
Current	☒	☐

NUMBER OF CREDITS

Appropriate	☒	☐

Please explain any NO answer:

Please return to_Syed Ahsan____at___AH_____by_____.
          Name   Campus   Date

DATA COLLECTION

CORE REVIEW
   A.   CATALOG COURSE DESCRIPTION

FOR: _ARL 2050_
Course Number

Coordinator: Distribute this form to __all full-time members__ of the discipline/program for every course listed in the catalog.

CATALOG COURSE DESCRIPTION:

	Yes	No
Accurate	☒	☐
Clear	☒	☐
Current	☒	☐

NUMBER OF CREDITS
   Appropriate   ☒   ☐

Please explain any NO answer:

Please return to _Syed Ahsan_ *at* _AH_ *by* _____.*
                    Name   Campus   Date

DATA COLLECTION

CORE REVIEW
A. CATALOG COURSE DESCRIPTION

FOR: _ARC 2140_
Course Number

Coordinator: Distribute this form to all full-time members of the discipline/program for every course listed in the catalog.

CATALOG COURSE DESCRIPTION:

	Yes	No
Accurate	☒	☐
Clear	☒	☐
Current	☒	☐
NUMBER OF CREDITS Appropriate	☒	☐

Please explain any NO answer:

Please return to_Syed Ahsan_____at ___AH_____ by_____.
          Name   Campus   Date

DATA COLLECTION

CORE REVIEW

A.   CATALOG COURSE DESCRIPTION

FOR: _ARC 2165_

Course Number

Coordinator: Distribute this form to <u>all full-time members</u> of the discipline/program for every course listed in the catalog.

<u>CATALOG COURSE DESCRIPTION:</u>

	Yes	No
Accurate	☒	☐
Clear	☒	☐
Current	☒	☐

NUMBER OF CREDITS

Appropriate	☒	☐

Please explain any **NO** answer:

Please return to_Syed Ahsan_____at ___AH_____ by_____.

Name   Campus   Date

4
1/16/2008
PROE

DATA COLLECTION

CORE REVIEW

   A.   CATALOG COURSE DESCRIPTION

FOR: _ARC 2130_

            Course Number

Coordinator: Distribute this form to <u>all full-time members</u> of the discipline/program for every course listed in the catalog.

<u>CATALOG COURSE DESCRIPTION:</u>

	Yes	No
Accurate	☒	☐
Clear	☒	☐
Current	☒	☐
NUMBER OF CREDITS Appropriate	☒	☐

Please explain any NO answer:

Please return to _Syed Ahsan_ *at* _AH_ *by* ___ .

           Name   Campus   Date

DATA COLLECTION

CORE REVIEW
A. CATALOG COURSE DESCRIPTION

FOR: _APC 2150_

Course Number

Coordinator: Distribute this form to <u>all full-time members</u> of the discipline/program for every course listed in the catalog.

<u>CATALOG COURSE DESCRIPTION:</u>

	Yes	No
Accurate	☒	☐
Clear	☒	☐
Current	☒	☐

NUMBER OF CREDITS

Appropriate	☒	☐

Please explain any NO answer:

Please return to _Syed Ahsan_ *at* _AH_ *by* _____.

Name   Campus   Date

DATA ANALYSIS

CORE REVIEW
A. CATALOG COURSE DESCRIPTION

Coordinator: Complete this form after reviewing the Catalog Course Data Collection forms from members of your Discipline/Program on all of the courses listed in the Catalog. Please also attach a photocopy of all program requirements and course descriptions in the catalogue.

List every course that is listed in the catalog. Check where revision is indicated or no revisions seem necessary. Please, add lines where needed.

Revision needed No Revision necessary

Course Number ARC1000 ____ X

Course Number ARC1040 ____ X

Course Number ARC1130 ____ X

Course Number ARC 1140 ____ X

Course Number ARC1500 ____ X

Course Number ARC2050 ____ X

Course Number ARC2110 ____ X

Course Number ARC 2120 ____ X

Course Number ARC2140 ____ X

Course Number ARC2165 ____ X

CATALOG COURSE DESCRIPTION REVIEW SUMMARY:

DATA ANALYSIS

CORE REVIEW

A. CATALOG COURSE DESCRIPTION

Coordinator: Complete this form after reviewing the Catalog Course Data Collection forms from members of your Discipline/Program on all of the courses listed in the Catalog. Please also attach a photocopy of all program requirements and course descriptions in the catalogue.

List every course that is listed in the catalog. Check where revision is indicated or no revisions seem necessary. Please, add lines where needed.

	Revision needed	No Revision necessary
Course Number ARC2180	____	X
Course Number ARC 2130	____	X
Course Number ARC 2150	____	X
Course Number _____	____	____
Course Number _____	____	____
Course Number _____	____	____
Course Number _____	____	____
Course Number _____	____	____
Course Number _____	____	____
Course Number _____	____	____

CATALOG COURSE DESCRIPTION REVIEW SUMMARY:

DATA COLLECTION

CORE REVIEW
B. SYLLABUS REVIEW

FOR: ARC1000

INSTRUCTORS ⇨	S.A	T.J							
Mandatory Items (per FMA and Federal Law)									
ADA Notification	X	X							
Course Goals	X	X							
Grading Standards and Practices	X	X							
Tentative Schedule of Assignments and Tests	X	X							
Recommended Items (per Academic Senate)									
Course Name and Number	X	X							
Instructor, Office Location, Method of Contact	X	X							
Office Hours	X	X							
Available Assistance	X	X							
Course Catalog Description with Prerequisites	X	X							
General Education Attributes (where pertinent)	X	X							
Required Books and Supplies	X	X							
List of Supportive Materials (where available)	X	X							
Evaluation/Testing System & Policies	X	X							
Attendance Policy	X	X							
Safety Instructions									
Disclaimer Allowing for Reasonable Revisions									
Optional Items									
Semester Meeting Times & Room	X	X							
Teaching/Learning Strategies	X	X							
Applicable Forms Pertinent to Course									
Reference to Student Policies in OCC Catalog									
Policy on Use of Computing Resources									
Description of Required Computing Skills									
Policy on Plagiarism									
Student Bill of Responsibilities									

DATA COLLECTION

CORE REVIEW
B. SYLLABUS REVIEW

FOR: 1040 .

INSTRUCTORS ⇨	SA								
Mandatory Items (per FMA and Federal Law)									
ADA Notification	X								
Course Goals	X								
Grading Standards and Practices	X								
Tentative Schedule of Assignments and Tests	X								
Recommended Items (per Academic Senate)									
Course Name and Number	X								
Instructor, Office Location, Method of Contact	X								
Office Hours	X								
Available Assistance	X								
Course Catalog Description with Prerequisites	X								
General Education Attributes (where pertinent)	X								
Required Books and Supplies	X								
List of Supportive Materials (where available)	X								
Evaluation/Testing System & Policies	X								
Attendance Policy	X								
Safety Instructions									
Disclaimer Allowing for Reasonable Revisions									
Optional Items									
Semester Meeting Times & Room	X								
Teaching/Learning Strategies	X								
Applicable Forms Pertinent to Course									
Reference to Student Policies in OCC Catalog									
Policy on Use of Computing Resources									
Description of Required Computing Skills									
Policy on Plagiarism									
Student Bill of Responsibilities									

DATA COLLECTION

CORE REVIEW
B. SYLLABUS REVIEW

FOR: **ARC 1140**

Coordinator: Ask all full-time and adjunct faculty to send you the syllabi for all of their courses by a given date. Use this form to collect information about their syllabi.

INSTRUCTORS ⇨	S.A	J.U							
Mandatory Items (per FMA and Federal Law)									
ADA Notification	X	X							
Course Goals	X	X							
Grading Standards and Practices	X	X							
Tentative Schedule of Assignments and Tests	X	X							
Recommended Items (per Academic Senate)									
Course Name and Number	X	X							
Instructor, Office Location, Method of Contact	X	X							
Office Hours	X	X							
Available Assistance	X	X							
Course Catalog Description with Prerequisites	X	X							
General Education Attributes (where pertinent)	X	X							
Required Books and Supplies	X	X							
List of Supportive Materials (where available)	X	X							
Evaluation/Testing System & Policies	X	X							
Attendance Policy	X	X							
Safety Instructions									
Disclaimer Allowing for Reasonable Revisions									
Optional Items									
Semester Meeting Times & Room	X	X							
Teaching/Learning Strategies	X	X							
Applicable Forms Pertinent to Course									
Reference to Student Policies in OCC Catalog									
Policy on Use of Computing Resources									
Description of Required Computing Skills									
Policy on Plagiarism									
Student Bill of Responsibilities									

DATA COLLECTION

CORE REVIEW
B. SYLLABUS REVIEW

FOR: _ARC1130_ .

Course Number

INSTRUCTORS ⇨	JS								
Mandatory Items (per FMA and Federal Law)									
ADA Notification	X								
Course Goals	X								
Grading Standards and Practices	X								
Tentative Schedule of Assignments and Tests	X								
Recommended Items (per Academic Senate)									
Course Name and Number	X								
Instructor, Office Location, Method of Contact	X								
Office Hours	X								
Available Assistance	X								
Course Catalog Description with Prerequisites	X								
General Education Attributes (where pertinent)	X								
Required Books and Supplies	X								
List of Supportive Materials (where available)	X								
Evaluation/Testing System & Policies	X								
Attendance Policy	X								
Safety Instructions									
Disclaimer Allowing for Reasonable Revisions									
Optional Items									
Semester Meeting Times & Room	X								
Teaching/Learning Strategies	X								
Applicable Forms Pertinent to Course									
Reference to Student Policies in OCC Catalog									
Policy on Use of Computing Resources									
Description of Required Computing Skills									
Policy on Plagiarism									
Student Bill of Responsibilities									

Coordinator: Ask all full-time and adjunct faculty to send you the syllabi for all of their courses by a given date. Use this form to collect information about their syllabi.

DATA COLLECTION

CORE REVIEW
B. SYLLABUS REVIEW

FOR: ARC 1500

Coordinator: Ask all full-time and adjunct faculty to send you the syllabi for all of their courses by a given date. Use this form to collect information about their syllabi.

INSTRUCTORS ⇨	S.A.	A.D.								
Mandatory Items (per FMA and Federal Law)										
ADA Notification	X	X								
Course Goals	X	X								
Grading Standards and Practices	X	X								
Tentative Schedule of Assignments and Tests	X	X								
Recommended Items (per Academic Senate)										
Course Name and Number	X	X								
Instructor, Office Location, Method of Contact	X	X								
Office Hours	X	X								
Available Assistance	X	X								
Course Catalog Description with Prerequisites	X	X								
General Education Attributes (where pertinent)	X	X								
Required Books and Supplies	X	X								
List of Supportive Materials (where available)	X	X								
Evaluation/Testing System & Policies	X	X								
Attendance Policy	X	X								
Safety Instructions										
Disclaimer Allowing for Reasonable Revisions										
Optional Items										
Semester Meeting Times & Room	X	X								
Teaching/Learning Strategies	X	X								
Applicable Forms Pertinent to Course										
Reference to Student Policies in OCC Catalog										
Policy on Use of Computing Resources										
Description of Required Computing Skills										
Policy on Plagiarism										
Student Bill of Responsibilities										

DATA COLLECTION

CORE REVIEW
B. SYLLABUS REVIEW

FOR: _ARC2050_

Course Number

INSTRUCTORS ⇨	JS	AS								
Mandatory Items (per FMA and Federal Law)										
ADA Notification	X	✗								
Course Goals	X	✗								
Grading Standards and Practices	X	✗								
Tentative Schedule of Assignments and Tests	X	✗								
Recommended Items (per Academic Senate)										
Course Name and Number	X	✗								
Instructor, Office Location, Method of Contact	X	✗								
Office Hours	X	✗								
Available Assistance	X	✗								
Course Catalog Description with Prerequisites	X	✗								
General Education Attributes (where pertinent)	X	✗								
Required Books and Supplies	X	✗								
List of Supportive Materials (where available)	X	✗								
Evaluation/Testing System & Policies	X	✗								
Attendance Policy	X	✗								
Safety Instructions										
Disclaimer Allowing for Reasonable Revisions										
Optional Items										
Semester Meeting Times & Room	X	✗								
Teaching/Learning Strategies	X	✗								
Applicable Forms Pertinent to Course										
Reference to Student Policies in OCC Catalog										
Policy on Use of Computing Resources										
Description of Required Computing Skills										
Policy on Plagiarism										
Student Bill of Responsibilities										

DATA COLLECTION

CORE REVIEW
B. SYLLABUS REVIEW

FOR: _ARC2110_ .

INSTRUCTORS ⇨	S.A								
Mandatory Items (per FMA and Federal Law)									
ADA Notification	X								
Course Goals	X								
Grading Standards and Practices	X								
Tentative Schedule of Assignments and Tests	X								
Recommended Items (per Academic Senate)									
Course Name and Number	X								
Instructor, Office Location, Method of Contact	X								
Office Hours	X								
Available Assistance	X								
Course Catalog Description with Prerequisites	X								
General Education Attributes (where pertinent)	X								
Required Books and Supplies	X								
List of Supportive Materials (where available)	X								
Evaluation/Testing System & Policies	X								
Attendance Policy	X								
Safety Instructions									
Disclaimer Allowing for Reasonable Revisions									
Optional Items									
Semester Meeting Times & Room	X								
Teaching/Learning Strategies	X								
Applicable Forms Pertinent to Course									
Reference to Student Policies in OCC Catalog									
Policy on Use of Computing Resources									
Description of Required Computing Skills									
Policy on Plagiarism									
Student Bill of Responsibilities									

DATA COLLECTION

CORE REVIEW
B. SYLLABUS REVIEW

FOR: ARC2120 .

*Coordinator: Ask
all full-time and
adjunct faculty to
send you the syllabi
for all of their
courses by a given
date. Use this form
to collect
information about
their syllabi.*

INSTRUCTORS ⇨	UT									
Mandatory Items (per FMA and Federal Law)										
ADA Notification	X									
Course Goals	X									
Grading Standards and Practices	X									
Tentative Schedule of Assignments and Tests	X									
Recommended Items (per Academic Senate)										
Course Name and Number	X									
Instructor, Office Location, Method of Contact	X									
Office Hours	X									
Available Assistance	X									
Course Catalog Description with Prerequisites	X									
General Education Attributes (where pertinent)	X									
Required Books and Supplies	X									
List of Supportive Materials (where available)	X									
Evaluation/Testing System & Policies	X									
Attendance Policy	X									
Safety Instructions										
Disclaimer Allowing for Reasonable Revisions										
Optional Items										
Semester Meeting Times & Room	X									
Teaching/Learning Strategies	X									
Applicable Forms Pertinent to Course										
Reference to Student Policies in OCC Catalog										
Policy on Use of Computing Resources										
Description of Required Computing Skills										
Policy on Plagiarism										
Student Bill of Responsibilities										

DATA COLLECTION

CORE REVIEW
B. SYLLABUS REVIEW

FOR: _A2C 2140_

Coordinator: Ask all full-time and adjunct faculty to send you the syllabi for all of their courses by a given date. Use this form to collect information about their syllabi.

INSTRUCTORS ⇨	△↓									
Mandatory Items (per FMA and Federal Law)										
ADA Notification	X									
Course Goals	X									
Grading Standards and Practices	X									
Tentative Schedule of Assignments and Tests	X									
Recommended Items (per Academic Senate)										
Course Name and Number	X									
Instructor, Office Location, Method of Contact	X									
Office Hours	X									
Available Assistance	X									
Course Catalog Description with Prerequisites	X									
General Education Attributes (where pertinent)	X									
Required Books and Supplies	X									
List of Supportive Materials (where available)	X									
Evaluation/Testing System & Policies	X									
Attendance Policy	X									
Safety Instructions										
Disclaimer Allowing for Reasonable Revisions										
Optional Items										
Semester Meeting Times & Room	X									
Teaching/Learning Strategies	X									
Applicable Forms Pertinent to Course										
Reference to Student Policies in OCC Catalog										
Policy on Use of Computing Resources										
Description of Required Computing Skills										
Policy on Plagiarism										
Student Bill of Responsibilities										

DATA COLLECTION

CORE REVIEW
B. SYLLABUS REVIEW

FOR: _ARC2165_

INSTRUCTORS ⇨	ᕫ ᕮ								
Mandatory Items (per FMA and Federal Law)									
ADA Notification	X								
Course Goals	X								
Grading Standards and Practices	X								
Tentative Schedule of Assignments and Tests	X								
Recommended Items (per Academic Senate)									
Course Name and Number	X								
Instructor, Office Location, Method of Contact	X								
Office Hours	X								
Available Assistance	X								
Course Catalog Description with Prerequisites	X								
General Education Attributes (where pertinent)	X								
Required Books and Supplies	X								
List of Supportive Materials (where available)	X								
Evaluation/Testing System & Policies	X								
Attendance Policy	X								
Safety Instructions									
Disclaimer Allowing for Reasonable Revisions									
Optional Items									
Semester Meeting Times & Room	X								
Teaching/Learning Strategies	X								
Applicable Forms Pertinent to Course									
Reference to Student Policies in OCC Catalog									
Policy on Use of Computing Resources									
Description of Required Computing Skills									
Policy on Plagiarism									
Student Bill of Responsibilities									

Coordinator: Ask all full-time and adjunct faculty to send you the syllabi for all of their courses by a given date. Use this form to collect information about their syllabi.

DATA COLLECTION

CORE REVIEW
B. SYLLABUS REVIEW

FOR: ARC2180

INSTRUCTORS ⇨	AM	JUS								
Mandatory Items (per FMA and Federal Law)										
ADA Notification	X	X								
Course Goals	X	X								
Grading Standards and Practices	X	X								
Tentative Schedule of Assignments and Tests	X	X								
Recommended Items (per Academic Senate)										
Course Name and Number	X	X								
Instructor, Office Location, Method of Contact	X	X								
Office Hours	X	X								
Available Assistance	X	X								
Course Catalog Description with Prerequisites	X	X								
General Education Attributes (where pertinent)	X	X								
Required Books and Supplies	X	X								
List of Supportive Materials (where available)	X	X								
Evaluation/Testing System & Policies	X	X								
Attendance Policy	X	X								
Safety Instructions										
Disclaimer Allowing for Reasonable Revisions										
Optional Items										
Semester Meeting Times & Room	X	X								
Teaching/Learning Strategies	X	X								
Applicable Forms Pertinent to Course										
Reference to Student Policies in OCC Catalog										
Policy on Use of Computing Resources										
Description of Required Computing Skills										
Policy on Plagiarism										
Student Bill of Responsibilities										

Course Number

Coordinator: Ask all full-time and adjunct faculty to send you the syllabi for all of their courses by a given date. Use this form to collect information about their syllabi.

DATA COLLECTION

CORE REVIEW
B. SYLLABUS REVIEW

FOR: _ARC 2130_

Course Number

Coordinator: Ask all full-time and adjunct faculty to send you the syllabi for all of their courses by a given date. Use this form to collect information about their syllabi.

INSTRUCTORS ⇨	A.U.								
Mandatory Items (per FMA and Federal Law)									
ADA Notification	X								
Course Goals	X								
Grading Standards and Practices	X								
Tentative Schedule of Assignments and Tests	X								
Recommended Items (per Academic Senate)									
Course Name and Number	X								
Instructor, Office Location, Method of Contact	X								
Office Hours	X								
Available Assistance	X								
Course Catalog Description with Prerequisites	X								
General Education Attributes (where pertinent)	X								
Required Books and Supplies	X								
List of Supportive Materials (where available)	X								
Evaluation/Testing System & Policies	X								
Attendance Policy	X								
Safety Instructions									
Disclaimer Allowing for Reasonable Revisions									
Optional Items									
Semester Meeting Times & Room	X								
Teaching/Learning Strategies	X								
Applicable Forms Pertinent to Course									
Reference to Student Policies in OCC Catalog									
Policy on Use of Computing Resources									
Description of Required Computing Skills									
Policy on Plagiarism									
Student Bill of Responsibilities									

DATA COLLECTION

CORE REVIEW
B. SYLLABUS REVIEW

FOR: ARC 2150

INSTRUCTORS ⇨	ASU								
Mandatory Items (per FMA and Federal Law)									
ADA Notification	X								
Course Goals	X								
Grading Standards and Practices	X								
Tentative Schedule of Assignments and Tests	X								
Recommended Items (per Academic Senate)									
Course Name and Number	X								
Instructor, Office Location, Method of Contact	X								
Office Hours	X								
Available Assistance	X								
Course Catalog Description with Prerequisites	X								
General Education Attributes (where pertinent)	X								
Required Books and Supplies	X								
List of Supportive Materials (where available)	X								
Evaluation/Testing System & Policies	X								
Attendance Policy	X								
Safety Instructions									
Disclaimer Allowing for Reasonable Revisions									
Optional Items									
Semester Meeting Times & Room	X								
Teaching/Learning Strategies	X								
Applicable Forms Pertinent to Course									
Reference to Student Policies in OCC Catalog									
Policy on Use of Computing Resources									
Description of Required Computing Skills									
Policy on Plagiarism									
Student Bill of Responsibilities									

DATA ANALYSIS

CORE REVIEW
B. SYLLABUS REVIEW
Coordinator: Use a separate sheet for each course.

Course Number	Number of Sections	Percent of Inclusion
Mandatory Items (per FMA and Federal Law)		
ADA Notification	19	100%
Course Goals	19	100%
Grading Standards and Practices	19	100%
Tentative Schedule of Assignments and Tests	19	100%
Recommended Items (per Academic Senate)		
Course Name and Number	19	100%
Instructor, Office Location, Method of Contact	19	100%
Office Hours	19	100%
Available Assistance	19	100%
Course Catalog Description with Prerequisites	19	100%
General Education Attributes (where pertinent)	19	100%
Required Books and Supplies	19	100%
List of Supportive Materials (where available)	19	100%
Evaluation/Testing System & Policies	19	100%
Attendance Policy	19	100%
Safety Instructions		
Disclaimer Allowing for Reasonable Revisions		
Optional Items		
Semester Meeting Times & Room	19	100%
Teaching/Learning Strategies	19	100%
Applicable Forms Pertinent to Course		
Reference to Student Policies in OCC Catalog		
Policy on Use of Computing Resources		
Description of Required Computing Skills		
Policy on Plagiarism		
Student Bill of Responsibilities		

DATA ANALYSIS

CORE REVIEW

B. SYLLABUS REVIEW, *(CONTINUED)*

Coordinator: After reviewing the Data Analysis forms on all the courses in the Discipline/Program, please summarize your analysis of whether or not there are course syllabi in your Discipline/Program that need revision due to inconsistencies or omissions, or other issues.

SYLLABUS REVIEW SUMMARY:

No inconsistencies found in course syllabi. There is no need for revision.

DATA ANALYSIS

CORE REVIEW
C. ENROLLMENT TRENDS AND STUDENT RETENTION

Coordinator: The Dashboard report on your Discipline/Program will collect the necessary data in regard to Enrollment Trends and Student Retention. Use this form to review that data in the following areas. Please also attach Dashboard Data.
Enrollment (Use the Dashboard data on Average Section Size, Sections Filled to Capacity, Percent of Completed Sections, Percent Change in Headcount, and Percent Change in Credit Hours to discuss this area.)

Average section size is 27

Minority Students (Use the Dashboard data on Minority Students to discuss this area.)

Minority students in my experience drop out not because of OCC or the architecture program; it's always because of personal reasons. There are two I am proud of – one is working towards her Bachelor's at Lawrence Technological University and the other has graduated with flying colors currently working for an Architectural Firm in Rome after graduating from University of Michigan. I am very proud of both these students.

Student and Course Success (Use the Dashboard data on Percent of Withdrawals, Percent of Incompletes, and Student Course Completion Rate to discuss this area.)

Both students mentioned above never finished at OCC however their interest was nurtured at the initial development stages at OCC which set the path towards accomplishing their goals in becoming an architect. This is mostly true for students in the ARC Program.

Student and Course Success should also have to be evaluated on the successful transition to local area universities in the similar program. Programs like ARC at OCC do make a great impact in a student's life which has not been recorded or applauded at any level. However, the numbers are looked at and that is not necessarily the whole story.

ENROLLMENT TRENDS AND STUDENT RETENTION
REVIEW SUMMARY:

DATA COLLECTION

CORE REVIEW

D. DISCIPLINE/PROGRAM NEEDS AND RESOURCES

Coordinator: Distribute this form to <u>all full-time and adjunct faculty</u>.
What resources or services does the Discipline/Program need in order to improve instruction? Please explain the reason you are requesting each resource.

Without RESOURCES or SERVICES, no program at OCC is going to be successful. Architecture is no exception. To date we have the same laboratory i.e. drafting tables. The Architecture Industry has been at the forefront in utilizing the most advanced computer programs from animation to the development of Architectural drawings using CATIA, CAD, VIS, and host of delineation programs in order to generate Designs and Drawings.

Architecture Program at OCC has at its disposal an archaic absolutely abandoned method of instruction.
Not a single Dean or President has been able to change the way the instruction should be offered.

Total computerization is the way of instruction in each and every class of the future. Every university and departments, personal and politics has kept the students of OCC suffering.

What curriculum revisions or development would enhance instruction in your Discipline/Program?

Availability of computers in a classroom setting for all and every single course instruction is the only way to improve instruction in the Architecture Program at OCC.

Please return to __Syed Ahsan__ *at* __AH__ *by____.*
     Name   Campus   Date

DATA ANALYSIS

CORE REVIEW
D. DISCIPLINE/PROGRAM NEEDS AND RESOURCES

Coordinator: Please summarize the needs, resources, and curriculum actions indicated on the Data Collection forms.
What resources or services does your Discipline/Program need?

    a. Larger size room i.e. " Design Studio" to accomplish full spectrum of lab instruction.
    b. Monitors/Computers in Design Studio for all 27 students.
    c. Availability of Graphic equipments in the lab.

What curriculum revisions or development does your Discipline/Program see as beneficial to instruction?

    a. First step an updated curriculum delivery has been accomplished.
    b. Updated TOOLS required in accomplishing the second step.

DISCIPLINE/PROGRAM NEEDS AND RESOURCES
REVIEW SUMMARY:

CRC
PART II- PROGRAM REVIEW
and
PROGRAM REVIEW OF OCCCUPATIONAL EVALUATION (PROE)

Under the provisions of the Carl D. Perkins Vocational and Technical Education Act/Public Law 105-332, if a Program is of an occupational nature, a Program Review in Occupational Education (PROE) report is required by the State of Michigan every five (5) years and can be used for the purposes of the Curriculum Review process.

Coordinator: Data Collection and Data Analysis forms for the following review areas are attached.

E.   INPUT FROM INTERNAL & EXTERNAL COMMUNITY

- Collect information from faculty, students and external community (e.g., advisory committees and accrediting agencies) on your Program curriculum. It is recommended that you send or personally distribute these survey forms in your classes, during your advisory committee meetings, and/or at your departmental/staff meetings. Return these survey forms to the Office of State and Federal Programs.

        Required survey forms:
        ☐ Individual Faculty Perceptions of Occupational Programs Forms
        ☐ Individual Student Perceptions of Occupational Programs Forms
        ☐ Individual Advisory Committee/Industry Perceptions of Occupational Program Forms

- Analyze the data you have received from the internal and external community surveys. Record your findings on the PROE Data Analysis form and Final Review Summary

F.   COMPARABLE COURSES/PROGRAMS AND TRENDS

- Collect information on transferability and articulation from the Counseling Department. Obtain labor market trends from the Office of Assessment & Effectiveness. Identify the job performance requirements with the aid of advisory committees, professional journals, along with student and employer feedback.
- Analyze and summarize these findings.

G.   OUTCOMES ASSESSMENT

- Analyze the results of your most recent Program Assessment Plan, particularly evidence regarding the quality of student learning, and recommended action plans.

DATA COLLECTION

E.   INPUT FROM INTERNAL & EXTERNAL COMMUNITY

OAKLAND COMMUNITY COLLEGE
FACULTY PERCEPTIONS OF OCCUPATIONAL PROGRAMS
(Program Review of Occupational Evaluation - PROE)

Thank you for taking the time to complete the following survey as it will help to improve upon the success of the occupational programs at Oakland Community College. Please circle the letter that corresponds to your selection.
Please circle only one letter.

> **Comment:** REMEMBER TO CHANGE THE DATE IN THE HEADER FOR EACH ADMNISTRATION OF THE SURVEY.

1.   The program of study in which I teach at Oakland Community College is meeting my expectations as a faculty member.

a.	Strongly Agree	3
b.	Agree	1
c.	Neutral	1
d.	Disagree	0
e.	Strongly Disagree	0

2.   The courses offered in the program are preparing the students for the workforce.

a.	Strongly Agree	2
b.	Agree	2
c.	Neutral	1
d.	Disagree	0
e.	Strongly Disagree	0

3.   The program can be more challenging academically for the students.

a.	Agree	1
b.	Neutral	3
c.	Disagree	1
d.	Strongly Disagree	0

4.   The program can be more competitive with other institutions that offer similar programs.

a.	Strongly Agree	0
b.	Agree	4
c.	Neutral	1
d.	Disagree	0
e.	Strongly Disagree	0

DATA COLLECTION

E.   INPUT FROM INTERNAL & EXTERNAL COMMUNITY *(continued)*

OAKLAND COMMUNITY COLLEGE
FACULTY PERCEPTIONS OF OCCUPATIONAL PROGRAMS
(Program Review of Occupational Evaluation - PROE)

5.   I am satisfied with the quality of instruction provided to the students in this program.

   a.   Strongly Agree   3
   b.   Agree   2
   c.   Neutral   0
   d.   Disagree   0
   e.   Strongly Disagree   0

6.   My fellow faculty members in the program are knowledgeable about the course subject-matter.

   a.   Strongly Agree   4
   b.   Agree   1
   c.   Neutral   0
   d.   Disagree   0
   e.   Strongly Disagree   0

7.   I am satisfied with the course offerings in this program.

   a.   Strongly Agree   1
   b.   Agree   3
   c.   Neutral   1
   d.   Disagree   0
   e.   Strongly Disagree   0

8.   I feel that the program has a focus real-world application.

   a.   Strongly Agree   0
   b.   Agree   3
   c.   Neutral   2
   d.   Disagree   0
   e.   Strongly Disagree   0

DATA COLLECTION

E. INPUT FROM INTERNAL & EXTERNAL COMMUNITY *(continued)*

OAKLAND COMMUNITY COLLEGE
FACULTY PERCEPTIONS OF OCCUPATIONAL PROGRAMS
(Program Review of Occupational Evaluation - PROE)

9. I feel that the students are prepared for the rigors of the program.

    a. Strongly Agree   0
    b. Agree   2
    c. Neutral   3
    d. Disagree   0
    e. Strongly Disagree   0

10. I am informed about what is happening in this program.

    a. Strongly Agree   0
    b. Agree   4
    c. Neutral   1
    d. Disagree   0
    e. Strongly Disagree   0

11. Opportunities are available for me to make suggestions for improvements in this program.

    a. Strongly Agree   1
    b. Agree   2
    c. Neutral   1
    d. Disagree   1
    e. Strongly Disagree   0

12. I think the department has a commitment to student success in the program.

    a. Strongly Agree   5
    b. Agree   0
    c. Neutral   0
    d. Disagree   0
    e. Strongly Disagree   0

DATA COLLECTION

E. INPUT FROM INTERNAL & EXTERNAL COMMUNITY (*continued*)

OAKLAND COMMUNITY COLLEGE
FACULTY PERCEPTIONS OF OCCUPATIONAL PROGRAMS
(Program Review of Occupational Evaluation - PROE)

13. I am satisfied with the direction of this program because ;

   a. I think it prepares students for employment in the workforce.   0
   b. Working in conjunction with the advisory committee keeps the program going in the right direction.
        2
   c. Feedback that I have received from the students indicates that the program is headed in the right
        direction.   3
   d. I know that other programs at other institutions do not compare to OCC.   0

14. If there is one thing you would like to change about the program, explain what it is and how it would
     enhance the program.

Comments given:

1) We need to incorporate AutoCAD with our studio classes, at least partially. Also need to add Estimating
    class in our program.

2) The program is in the process of change to keep it current with similar programs, ie. LTU. This program
    cannot prepare students for the (#2) workforce. It prepares them for 3 more years at university level. (#3)
    More competitive? No – it is best for our program to provide a solid foundation for our students to build
    upon at a university.

3) I think all classes given should correlate in a cohesive manner, I feel now that they are disjointed.
    My experience has been that students are not adequately prepared/trained in computerized drafting to a
    consistent level of capability to draw/modify/format/plot drawings. With the prevalence of "CAD" in
    architectural practice, this not only is an obstacle to the areas of architectural education requiring graphic
    expression/communication, it leaves the student inadequately prepared to enter the architectural
    "workplace."

Thank you for taking the time to complete this survey!

Name: _____

Industry Type/Agency: _____

What OCC Program do you advise for :_____

Date Completed: _____

Please Return To: Letyna A. Roberts
Oakland Community College, Office of State and Federal Programs, AH Campus

Due Date: _____

DATA COLLECTION

E.   INPUT FROM INTERNAL & EXTERNAL COMMUNITY

OAKLAND COMMUNITY COLLEGE
STUDENT PERCEPTIONS OF OCCUPATIONAL PROGRAMS
(Program Review of Occupational Evaluation - PROE)

Thank you for taking the time to complete the following survey as it will help to improve upon the success of the occupational programs at Oakland Community College. Please circle the letter that corresponds to your selection. *Please circle only one letter*.

1.   What is your program of study? _____
2.   What is your career goal? _____

3. My program of study at Oakland Community College is meeting my expectations.

   a.   Strongly Agree   27
   b.   Agree   46
   c.   Neutral   1
   d.   Disagree   0
   e.   Strongly Disagree   0

4. The courses offered in my program of study are preparing me for the workforce.

   a.   Strongly Agree   34
   b.   Agree   34
   c.   Neutral   6
   d.   Disagree   0
   e.   Strongly Disagree   0

5. I would like to change my current program of study because of academic reasons.

   a.   Strongly Agree   0
   b.   Agree   1
   c.   Neutral   5
   d.   Disagree   26
   e.   Strongly Disagree   42

DATA COLLECTION

E.   INPUT FROM INTERNAL & EXTERNAL COMMUNITY *(continued)*

OAKLAND COMMUNITY COLLEGE
STUDENT PERCEPTIONS OF OCCUPATIONAL PROGRAMS
(Program Review of Occupational Evaluation - PROE)

6.   I would like to attend another institution because of dissatisfaction with my current program of study at
Oakland Community College.

a.	Strongly Agree	0
b.	Agree	1
c.	Neutral	5
d.	Disagree	33
e.	Strongly Disagree	34

7.   I am satisfied with the quality of the instructors in my program of study.

a.	Strongly Agree	40
b.	Agree	37
c.	Neutral	0
d.	Disagree	0
e.	Strongly Disagree	0

8.   I feel that the instructors are knowledgeable about the course subject-matter.

a.	Strongly Agree	47
b.	Agree	28
c.	Neutral	0
d.	Disagree	0
e.	Strongly Disagree	0

9.   I am satisfied with the course offerings in my current program of study at Oakland Community College.

f.	Strongly Agree	47
g.	Agree	28
h.	Neutral	0
i.	Disagree	0
j.	Strongly Disagree	0

DATA COLLECTION

E. INPUT FROM INTERNAL & EXTERNAL COMMUNITY *(continued)*

OAKLAND COMMUNITY COLLEGE
STUDENT PERCEPTIONS OF OCCUPATIONAL PROGRAMS
(Program Review of Occupational Evaluation - PROE)

10. My instructors help me to understand how useful my program of study can be in the real-world.

    a. Strongly Agree   33
    b. Agree   34
    c. Neutral   7
    d. Disagree   0
    e. Strongly Disagree   0

11. My instructors make the course subject-matter seem interesting.

    a. Strongly Agree   33
    b. Agree   39
    c. Neutral   4
    d. Disagree   0
    e. Strongly Disagree   0

12. I am informed about what is happening in my program.

    a. Strongly Agree   29
    b. Agree   34
    c. Neutral   11
    d. Disagree   0
    e. Strongly Disagree   0

13. I think the department is committed to student success in the program.

    a. Strongly Agree   39
    b. Agree   32
    c. Neutral   1
    d. Disagree   0
    e. Strongly Disagree   0

DATA COLLECTION

E.   INPUT FROM INTERNAL & EXTERNAL COMMUNITY *(continued)*

OAKLAND COMMUNITY COLLEGE
STUDENT PERCEPTIONS OF OCCUPATIONAL PROGRAMS
(Program Review of Occupational Evaluation - PROE)

14. I am satisfied with my program of study.

a.	Strongly Agree	35
b.	Agree	33
c.	Neutral	3
d.	Disagree	1
e.	Strongly Disagree	0

15. If there is one thing you would like to change about the program, explain what it is and how it would enhance the program.

Sample of comments given:
1. Introduce an advanced architectural CAD class. Most things are done on the computer these days.
2. Offer more classes, some semesters only certain classes are offered. Have more offered more semesters.
3. Do more CAD classes, because architects mostly use CAD to draw now.
4. I wish I would have entered OCC 2 years later so I could have been eligible for the 2+2 program.
5. I would like to see classes offered earlier in the day. My personal learning abilities and attitude are much better in the morning.
6. Introduce the computer into the department so we can practice drafting and designing digitally. It is very important because 4-year universities are already on this route, and most employers in this field (architecture) require good knowledge of drafting and design software.
7. Courses to include more advanced math and English for easier transfer to a 4-year program as well as having architecture classes to transfer to 4-year universities or colleges.
8. AutoCAD/ADT course designed specifically for architecture students only, so we can be prepared with ADT knowledge when we enter the workforce. Also assistance with getting portfolios together.
9. Some classes shouldn't only be held once a year and the architectural CAD program should use the same format instead of updating every year so that the teacher has a better understanding of the program.
10. We tend to spend a lot of time during drafting classes (which is understandable since we do everything by hand). I wish we could spend more time with different projects and not just one highly detailed one.
11. I would make it so the classes would transfer to other universities or I would make a Bachelors Degree available here.
12. Offer more classes so that when transferring to Lawrence Tech University we'll be able to finish in two years (2+2 program, not 2+2 ½ program).
13. I am planning on transferring after 2 years to UofM. None of the ARC courses at OCC transfer to UofM. If there is some way to have UofM accept OCC ARC courses that would make my day!
14. I would like for the program to be a 2+2 program because I have to transfer to Lawrence Tech before I can get a degree here. And I have to spend more money.

Thank you for taking the time to complete this survey!

Name: _____

Industry Type/Agency: _____

What OCC Program do you advise for :_____

Date Completed: _____

Please Return To: Letyna A. Roberts
Oakland Community College, Office of State and Federal Programs, AH Campus

Due Date: _____

DATA COLLECTION

E. INPUT FROM INTERNAL & EXTERNAL COMMUNITY

OAKLAND COMMUNITY COLLEGE
ADVISORY COMMITTEE/INDUSTRY PERCEPTIONS OF OCCUPATIONAL PROGRAMS
(Program Review of Occupational Evaluation - PROE)

Thank you for taking the time to complete the following survey as it will help to improve upon the success of the occupational programs at Oakland Community College. Please circle the letter that corresponds to your selection. *Please circle only one letter*.

> **Comment:** REMEMBER TO CHANGE THE DATE IN THE HEADER FOR EACH ADMNISTRATION OF THE SURVEY.

1. The program at Oakland Community College is meeting the expectations of the advisory committee.

    a. Strongly Agree   2
    b. Agree   1
    c. Neutral   0
    d. Disagree   0
    e. Strongly Disagree   0

2. The courses offered are preparing the students for the workforce.

    a. Strongly Agree   2
    b. Agree   0
    c. Neutral   1
    d. Disagree   0
    e. Strongly Disagree   0

3. The advisory committee is informed about the program.

    a. Strongly Agree   2
    b. Agree   0
    c. Neutral   1
    d. Disagree   0
    e. Strongly Disagree   0

4. The advisory committee has substantial input into decision-making within the program.

    a. Strongly Agree   3
    b. Agree   0
    c. Neutral   0
    d. Disagree   0
    e. Strongly Disagree   0

DATA COLLECTION

E.   INPUT FROM INTERNAL & EXTERNAL COMMUNITY (*continued*)

OAKLAND COMMUNITY COLLEGE
ADVISORY COMMITTEE/INDUSTRY PERCEPTIONS OF OCCUPATIONAL PROGRAMS
(Program Review of Occupational Evaluation - PROE)

5.   The advisory committee is satisfied with the direction of the program.

a.	Strongly Agree	2
b.	Agree	1
c.	Neutral	0
d.	Disagree	0
e.	Strongly Disagree	0

6.   If there is one thing the committee would like to change about the program, explain what it is and how it would enhance the program.

Comments given:

1) Architectural computerized drafting (CAD) must be taught independently within and as part of the architectural department/curriculum/program. Computerized drafting has become a fundamental skill in professional practice as well as the prevalent method for design and presentation in the "workplace" and for students. Fluency with creating, modifying and plotting is critical to the development of the architectural student. Instruction by engineering/production/industrial disciplines is ineffective and inappropriate to the architectural curriculum. A generic approach does not work.

2) There has been tremendous strides over the last few years to develop a more cohesive program correlating the program w/ LTU. Anything else we can do would be well-directed energy.

Thank you for taking the time to complete this survey!

Name: _____

Industry Type/Agency: _____

What OCC Program do you advise for :_____

Date Completed: _____

Please Return To: Letyna A. Roberts
Oakland Community College, Office of State and Federal Programs, AH Campus

Due Date: _____

<u>DATA ANALYSIS</u>

E.   INPUT FROM INTERNAL & EXTERNAL COMMUNITY

Coordinator: After reviewing the Data Collection forms on all the courses in the Program, along with the collated data summary, please analyze and summarize these findings.

Faculty Perceptions of Occupational Programs Analysis

1.   We need to incorporate AutoCAD with our studio classes, at least partially. Also need to add Estimating class in our program.

2.   The program is in the process of change to keep it current with similar programs, ie. LTU. This program cannot prepare students for the (#2) workforce. It prepares them for 3 more years at university level. (#3) More competitive? No – it is best for our program to provide a solid foundation for our students to build upon at a university.

3.   I think all classes given should correlate in a cohesive manner, I feel now that they are disjointed.

4.   My experience has been that students are not adequately prepared/trained in computerized drafting to a consistent level of capability to draw/modify/format/plot drawings. With the prevalence of "CAD" in architectural practice, this not only is an obstacle to the areas of architectural education requiring graphic expression/communication, it leaves the student inadequately prepared to enter the architectural "workplace."

Student Perception of Occupational Programs Analysis

1.   Do more CAD classes, because architects mostly use CAD to draw now.
2.   I wish I would have entered OCC 2 years later so I could have been eligible for the 2+2 program.
3.   I would like to see classes offered earlier in the day. My personal learning abilities and attitude are much better in the morning.
4.   Introduce the computer into the department so we can practice drafting and designing digitally. It is very important because 4-year universities are already on this route, and most employers in this field (architecture) require good knowledge of drafting and design software.
5.   Courses to include more advanced math and English for easier transfer to a 4-year program as well as having architecture classes to transfer to 4-year universities or colleges.
6.   AutoCAD/ADT course designed specifically for architecture students only, so we can be prepared with ADT knowledge when we enter the workforce. Also assistance with getting portfolios together.
7.   Some classes shouldn't only be held once a year and the architectural CAD program should use the same format instead of updating every year so that the teacher has a better understanding of the program.
8.   We tend to spend a lot of time during drafting classes (which is understandable since we do everything by hand). I wish we could spend more time with different projects and not just one highly detailed one.
9.   I would make it so the classes would transfer to other universities or I would make a Bachelors Degree available here.
10.   Offer more classes so that when transferring to Lawrence Tech University we'll be able to finish in two years (2+2 program, not 2+2 ½ program).

11. I am planning on transferring after 2 years to UofM. None of the ARC courses at OCC transfer to UofM. If there is some way to have UofM accept OCC ARC courses that would make my day!
12. I would like for the program to be a 2+2 program because I have to transfer to Lawrence Tech before I can get a degree here. And I have to spend more money.
13. Introduce an advanced architectural CAD class. Most things are done on the computer these days.
14. Offer more classes, some semesters only certain classes are offered. Have more offered more semesters.

Advisory Committee/Industry Perceptions of Occupational Programs Analysis

1. Architectural computerized drafting (CAD) must be taught independently within and as part of the architectural department/curriculum/program. Computerized drafting has become a fundamental skill in professional practice as well as the prevalent method for design and presentation in the "workplace" and for students. Fluency with creating, modifying and plotting is critical to the development of the architectural student. Instruction by engineering/production/industrial disciplines is ineffective and inappropriate to the architectural curriculum. A generic approach does not work.

2. There has been tremendous strides over the last few years to develop a more cohesive program correlating the program w/ LTU. Anything else we can do would be well-directed energy.

INPUT FROM THE INTERNAL AND EXTERNAL COMMUNITY
REVIEW SUMMARY

DATA COLLECTION

F. COMPARABLE COURSES/PROGRAMS AND TRENDS

Coordinator: Answer the following questions.

1. List three institutions to which the courses in your Program transfer, and list the specific courses for each institution. (Consult with the Counseling Department)

1. Lawrence Technological University
    - All courses will transfer from Fall 2008 as part of the articulation agreement
2. University of Detroit Mercy
    - Each year transferable courses are renewed
3. University of Michigan

2. List the institutions with which articulation agreements exist that include the courses in your Program. (Consult with the Counseling Department)

Lawrence Technological University

3. Provide information regarding labor market trends in your field. (Consult with the Office of Assessment & Effectiveness)

Construction industry fluctuates with the economy. It is hard to predict at any given time what the labor market demands are.

4. Identify changes in job performance and employer expectations that have occurred within your industry in the past 5 years. (Consult with advisory committees, professional organizations)

The industry is 110% computerized today. Thus, the performance expected should meet the employer's level of expectations. Currently, Oakland Community College's Architecture Program is way behind the curve and probably meets 10% of the industry's standards in regards to computerization.

DATA ANALYSIS

G. COMPARABLE COURSES/PROGRAMS AND TRENDS

Coordinator: Please use the data from the Comparable Courses/Programs and Trends Data Collection form to answer the following questions:

1. Discuss how does your program serves transferring students.

The program currently serves the students well in the areas of individual course and program transfer under the articulation agreement with Lawrence Technological University.

2. Discuss the program's current articulation agreements. If your program does not transfer, discuss how the courses and/or program serve our students.

The program will soon transfer under the articulation agreement with Lawrence Technological University.

3. Discuss employment opportunities for students in both the current and future job market.

The students will have better opportunities for employment if they graduate with a full-spectrum of architectural electronic delineation experience.

4. Discuss the changes that will be made in your program in response to current/future employer expectations and market trends.

The new program for 2008 recently passed through the college curriculum and senate will respond better for future employer/market trends.

COMPARABLE COURSES/PROGRAMS AND TRANSFER REVIEW SUMMARY:

DATA ANALYSIS

H. OUTCOMES ASSESSMENT

Coordinator: Complete this form after reviewing your most recent Program Assessment Plan. Obtain the most recent copy of your Program Assessment Plan from the Office of Assessment & Effectiveness. Please attach it your review.

1. How have you used the findings from your Program Assessment to improve your program?

Yes

2. What revisions to your Program Assessment Plan would you suggest?

To review courses every four-year cycle in order to receive a better idea of how the program is running.

3. Discuss the SAGE findings that apply to the instruction in your Program.
    Obtain these findings from the Office of Assessment & Effectiveness.

OUTCOMES ASSESSMENT REVIEW SUMMARY:

Faculty Sign-Off Form*

For Curriculum Review of Program:

I approve the Curriculum Review Report as written by the Faculty Program Review Coordinator.

Yes _____ No _____

Comments: (Attach additional sheets if necessary)

Name (printed) _SYED AHSAN_

Signature _____

Date _Jan 17, 2008_

* This form is to be copied by and distributed to all faculty within the Program to ensure awareness and participation.