



# Memorandum

Vice President  
Academic and Student Services

**TO:** Yuba College/Clear Lake Campus: Jaime Battershell, Robert Cabrerros, Fernando Canto-Lugo, Neelam Canto-Lugo, Steven Cox, Gretchen Cupp, Percy Ellis, James Finstad, Neena Gill, Leticia Gomez, Sandra Graciano, Connie Hoglund, Therese Hukill-DeRock, Glenn Husted, Rich Lehrer, Harold Lyons, Mickie Main, Ramon Munoz, Rick Murai, Rick Prondzinski, Susan Ramones, Sara Sealander, Jeff Stollberg, Jenine Tanabe, Maris Wagener, David Wheeler, Angela Willson, Leslie Williams

**CC:** Kay Adkins, Marisela Arce, Rod Beilby, Bryon Bell, Eric Cooper, Ed Davis, Kevin Dobbs, Beatriz Espinoza, David Farrell, Phil Krebs, Larry Michel, Martha Mills, Helen Nickolson, Jan Ponticelli, Tanna Thomas, Karen Trimble, David Waite, Leslie Williams

**FROM:** Kevin Trutna, Vice President Academic and Student Services

**DATE:** July 29, 2009

**SUBJECT:** 2009 – 2010 Academic Program Review Process

Academic Program Review involves a critical self-evaluation of a given program based upon appropriate internal and external data, including the use of student surveys, to support the evaluation, conclusions, and recommendations that emerge from the review. As such, the Director of Research, Planning and Student Success will be a resource to each of the program reviews. Program review serves as the basis for all program recommendations, including curriculum and program direction, staffing, facilities, and equipment. Programs at Yuba College will conduct separate review processes from Woodland Community College and will submit their own separate Academic Program Reviews. Yuba College and its Clear Lake Campus will complete only one program review for programs that operate at both sites.

Each program scheduled for program review will be provided with a data set and the “**2008 – 2009 Program Review Executive Summary**” for your college as reference material. These materials will be given to the Dean to share with the program review committee for a given program. A copy of a completed full program review can be requested from your Dean or from the Vice President of Academic and Student Services Office, if you feel that it will be helpful in completing your program review. It is intended that Program Reviews will be used in justifying a program’s curriculum development and program change proposals, requesting new and replacement full-time faculty, requesting equipment, and submitting proposals for facilities and facilities modification.

A meeting is scheduled on **Friday, August 14 at 10:00 am in the Board Room at Yuba College** (Tandberg will be available to the Clear Lake Campus) to present the Academic Program Review process, to distribute materials, and to answer any questions that you may have. A timeline for the process also will be presented. The Academic Program Review Report for each program (see chart attached – as noted) **needs to be submitted in electronic format to the Office of the Vice President Academic and Student Services (atoche@yccd.edu) on Friday, February 5, 2010.**

Yuba College (including Clear Lake Campus)

X : 2009-2010 Academic Program Review Due 2/5/10

● : 2009-2010 Annual Update Due 12/4/09

Academic Program Review	Dean	Year of Self-Study			
		08-09	09-10	10-11	11-12
Accounting	Ed Davis	●	●	●	X
Administration of Justice	Rod Beilby	●	X	●	●
Agriculture	TBA	●	●	●	X
Art/Photography	Kevin Dobbs	●	X	●	●
Athletics, Health and PE	Rod Beilby	X	●	●	●
Auto	Ed Davis	●	●	●	X
Biology/Ecology	TBA	●	X	●	●
Business Computer Applications	Ed Davis	●	X	●	●
Chemistry	TBA	●	●	●	X
Computer Science	TBA	●	●	●	X
Cosmetology	Ed Davis	●	●	X	●
Culinary Arts	Ed Davis	●	X	●	●
Distributive Education	Martha Mills	●	●	X	●
Drafting	TBA	X	●	●	●
Early Childhood Education	Ed Davis	X	●	●	●
Economics	Ed Davis	●	X	●	●
Education	Kevin Dobbs	X	●	●	●
Electronics	TBA	●	●	X	●
Emergency Medical Technician	Rod Beilby	●	●	●	X
Engineering	TBA	X	●	●	●
English	Kevin Dobbs	●	●	●	X
English as a Second Language	Kevin Dobbs	X	●	●	●
Ethnic Studies	Ed Davis	●	X	●	●
Family and Consumer Science	Ed Davis	●	X	●	●
Fire Technology	Rod Beilby	●	X	●	●
Spanish & Sign Language	Kevin Dobbs	●	●	X	●
General Business/Mgt & Supervision	Ed Davis	●	●	X	●
Learning Assistance	Kevin Dobbs	●	●	X	●
Geology/Geography/Physical Science	TBA	●	●	●	X
History/Political Science	Ed Davis	●	●	X	●
Human Services	Ed Davis	●	●	X	●
Humanities/Philosophy	Ed Davis	●	●	X	●
Information Technology	Ed Davis	●	X	●	●
Library	Kevin Dobbs	X	●	●	●
Mass Communication	Martha Mills	●	●	●	X
Mathematics/Statistics	TBA	●	●	●	X
Manufacturing Technology	Ed Davis	X	●	●	●
Music	Kevin Dobbs	●	●	●	X
Nursing ADN, LVN	TBA	X	●	●	●
Office Administration	Ed Davis	X	●	●	●
Physics/Astronomy	TBA	●	●	●	X
Psychiatric Technician	TBA	●	X	●	●
Psychology	Ed Davis	●	●	●	X
Radiologic Technology	TBA	●	X	●	●
Reading	Kevin Dobbs	●	●	X	●
Soc Sci/Sociology/Women's Studies	Ed Davis	X	●	●	●
Speech/Communications Studies	Kevin Dobbs	●	●	●	X
Theater Arts	Kevin Dobbs	●	●	X	●
Veterinary Technology	TBA	●	●	X	●
Work Experience	Ed Davis	●	●	●	X

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