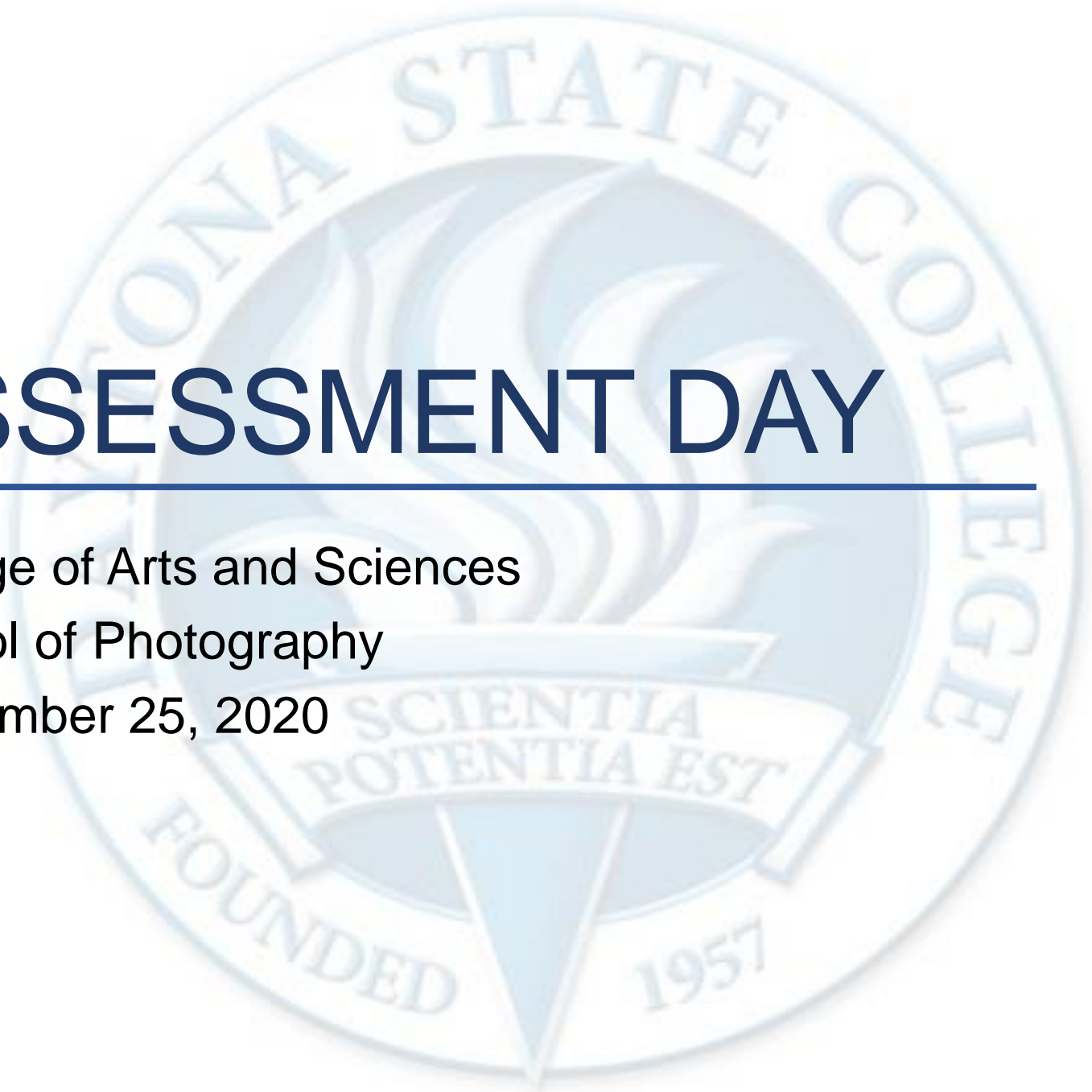


ASSESSMENT DAY

College of Arts and Sciences

School of Photography

September 25, 2020



Strengths

Challenges

Recommendations

Academic Assessment

	LEVEL	FOCUS	CONDUCTED BY	FREQUENCY
Academic Success Committee	Program	<ul style="list-style-type: none"> Quality of assessment practices 	Committee of peers	Years 1 & 2
Instructional Program Review	Program / Cluster	<ul style="list-style-type: none"> Enrollment, retention, completion Industry certifications and job placement Program budget and staffing Advisory committees Curriculum changes 	Committee of peers	Year 3
Assessment Day	Course/ Program	<ul style="list-style-type: none"> Enrollment by demographics Graduation and retention Average class size Course success rate Placement rate SLOs, PLOs and ILOs 	Program Chair and Faculty	Years 1, 2, 3

Programs

[223100 – Digital and Interactive Media Production](#)

[207500 - Photographic Technology](#)

Last Assessment Day – Action Items

Photography Last Assessment Day: 04/17/2020

- Jayanti and Online Studies to assist with training on rubrics;
- Steven to send rubric to Karla;
- Update website, work with marketing;
- Karla to assist to work on Photography learning outcomes / course mapping;
- Encouraging more communication between both programs;
- Encourage more collaboration, including the museum and programs;
- Continue to find Perkins funding;

For Institutional Effectiveness: Faculty access and training on Civitas?;

For Institutional Research:

- Email enrollment list for 19-20 to Brad and Dan
- Query for auto graduation
- Query for enrollment
- Email Fall 2016 cohort list for graduation

Photographic Technology #2075

Program Learning Outcomes

PLO1: Utilize a workflow that includes cameras, photographic gear and digital editing software for still photography and video to achieve technical and aesthetic proficiency.

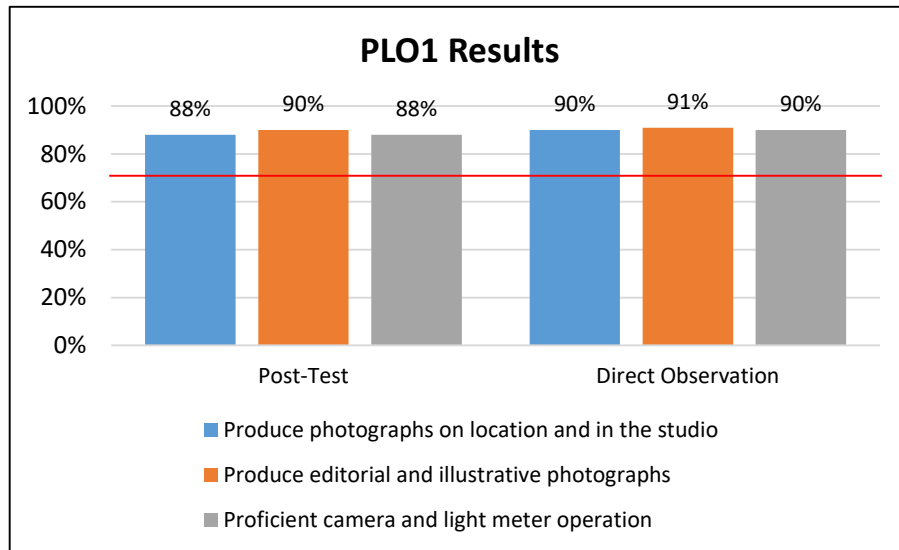
PLO2: Develop skills in the fields of commercial, editorial and fine arts photography, preparing students for entry-level positions.

PLO3: Achieve competency in the creative process and in critical thinking as it pertains to photography and its related fields.

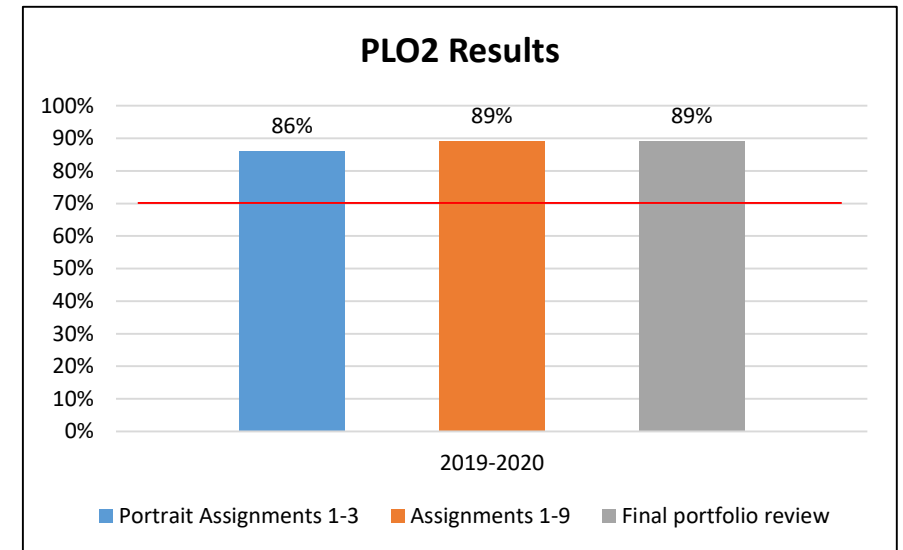
PLO4: Demonstrate professional, interpersonal and business communication skills working as individuals and groups/creative teams within the field of photography.

Assessment Data 2019-2020

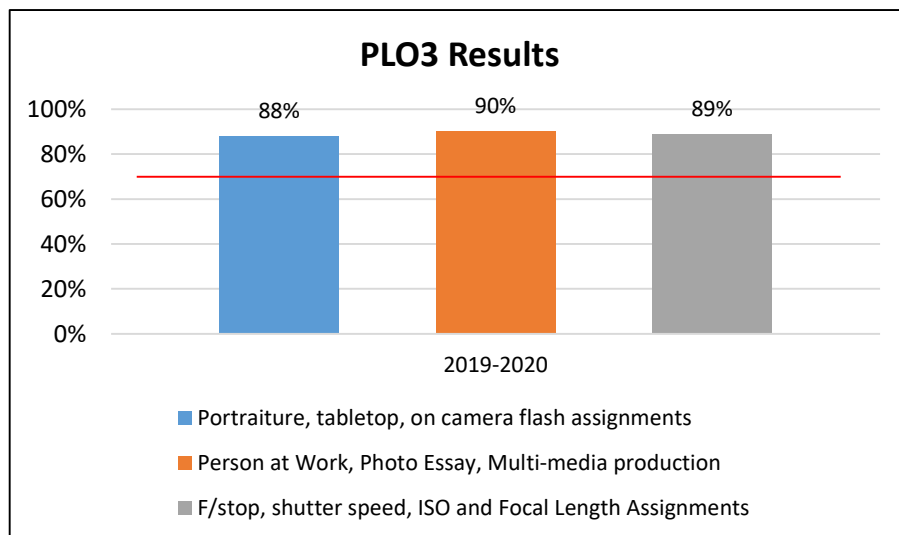
Photographic Technology #2075



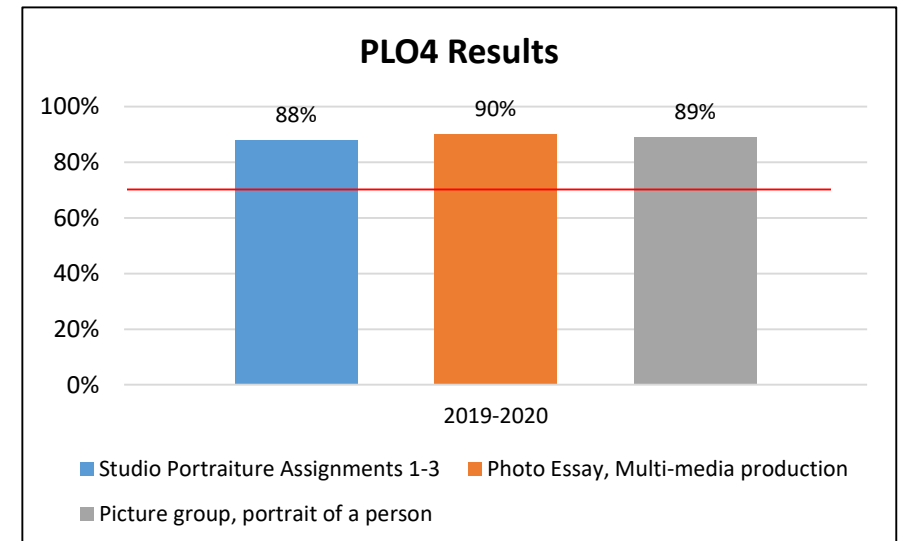
PLO1: Utilize a workflow that includes cameras, photographic gear and digital editing software for still photography and video to achieve technical and aesthetic proficiency. *Target: 70% of students achieving 70% or higher.*



PLO2: Develop skills in the fields of commercial, editorial and fine arts photography, preparing students for entry-level positions. *Target: 70% of students achieving 70% or higher.*



PLO3: Achieve competency in the creative process and in critical thinking as it pertains to photography and its related fields. *Target: 70% of students achieving 70% or higher.*



PLO4: Demonstrate professional, interpersonal and business communication skills working as individuals and groups/creative teams within the field of photography. *Target: 70% of students achieving 70% or higher.*

Digital and Interactive Media Production #2231

Program Learning Outcomes

Graduates of the program will be able to:

PO1: Explain the functions of hardware and software as relate to multi-media production and delivery.

PO2: Demonstrate professional interpersonal and business communications skills in a diverse environment.

PO3: Employ team skills in the production of multi-media projects.

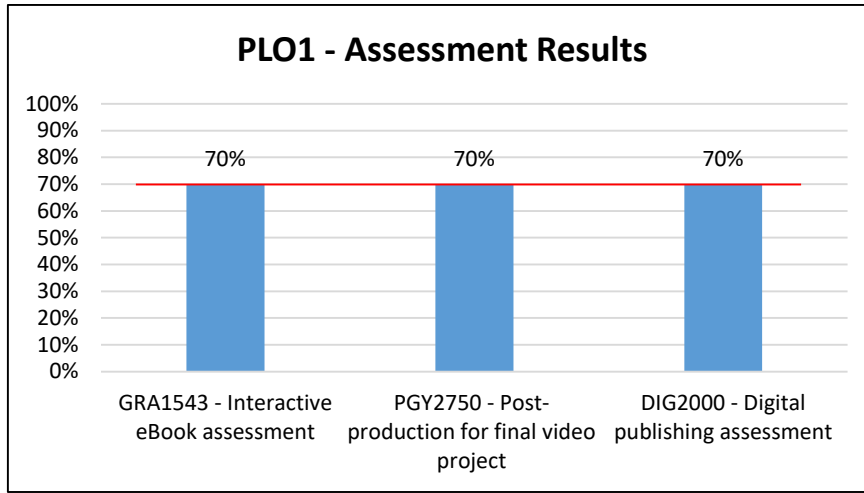
PO4: During the planning process for multi-media projects, critically evaluate relevant information and assets for targeted audiences.

PO5: Design a multi-media project that incorporate writing and reportage, still photography, video, audio and web creation, design and analytics.

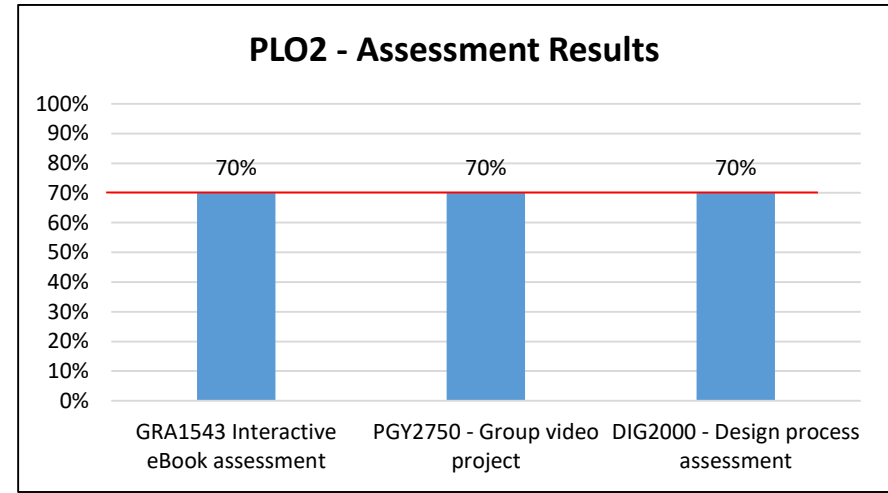
PO6: Evaluate audience feedback and analytics of the multi-media projects.

Assessment Data 2019-2020

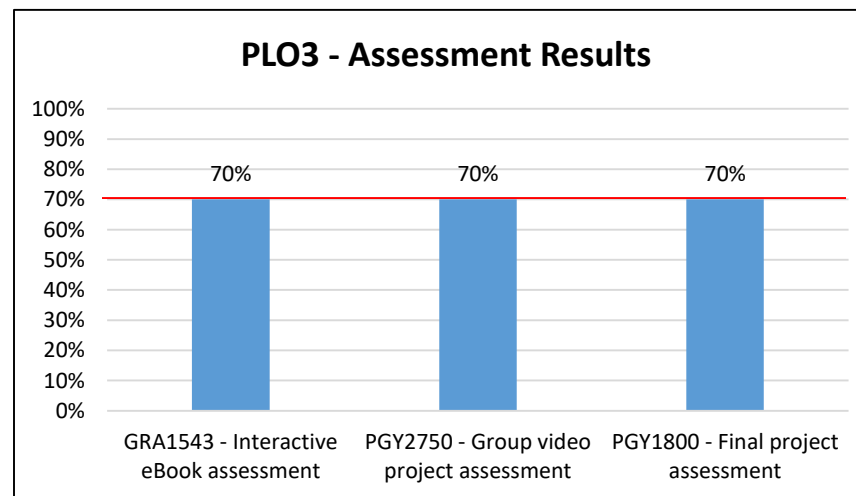
Interactive Media Production #2231



PLO1: Explain the functions of hardware and software as relate to multi-media production and delivery. *Target: 70% of students achieving 70% or higher*



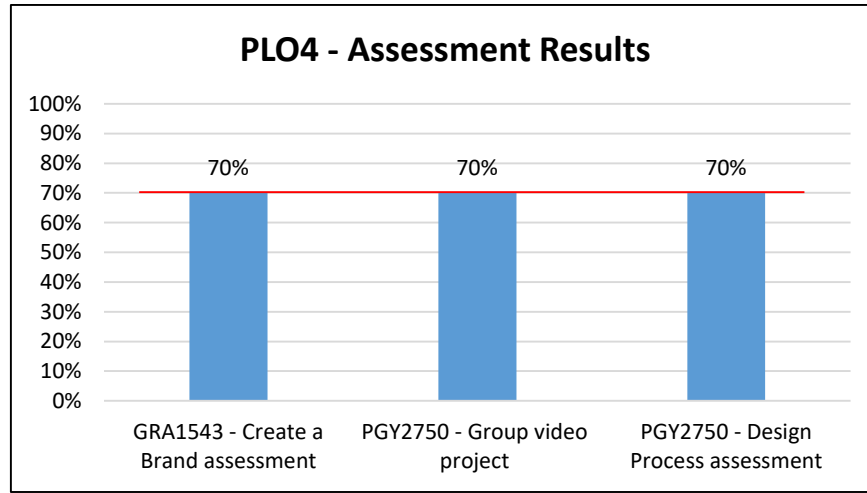
PO2: Demonstrate professional interpersonal and business communications skills in a diverse environment. *Target: 70% of students achieving 70% or higher*



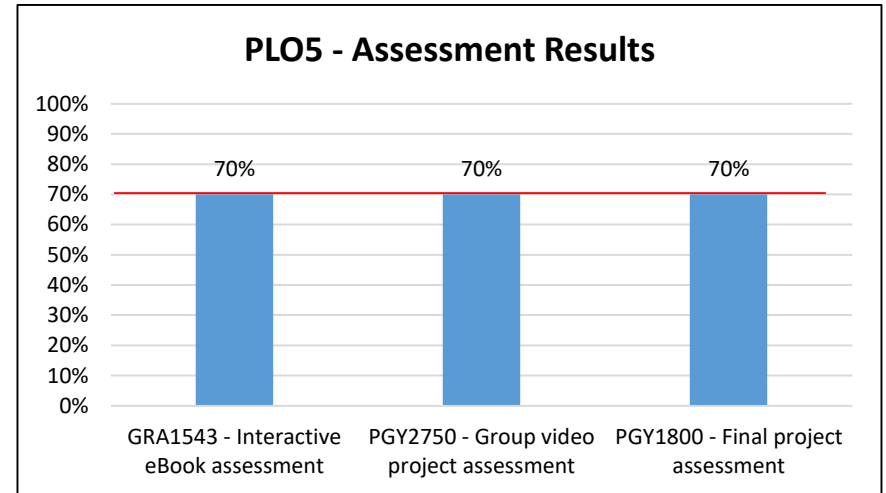
PLO3: Employ team skills in the production of multi-media projects. *Target: 70% of students achieving 70% or higher*

Assessment Data 2019-2020

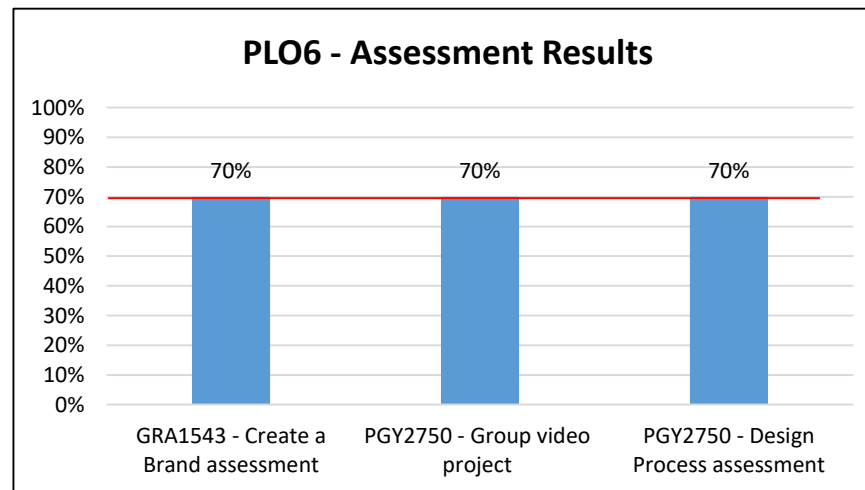
Interactive Media Production #2231



PLO4: During the planning process for multi-media projects, critically evaluate relevant information and assets for targeted audiences. *Target: 70% of students achieving 70% or higher*



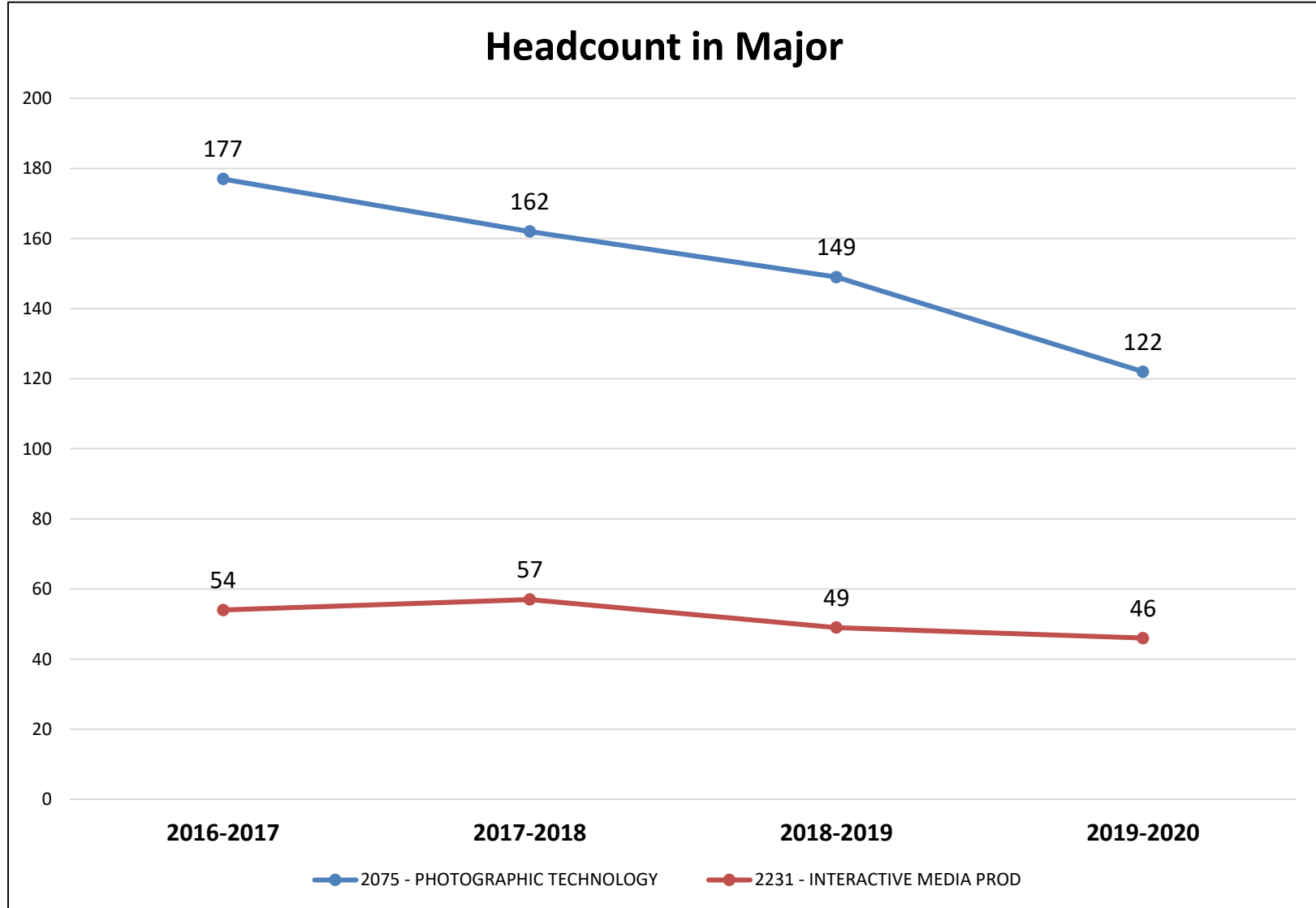
PLO5: Design a multi-media project that incorporate writing and reportage, still photography, video, audio and web creation, design and analytics. *Target: 70% of students achieving 70% or higher*



PLO6: Evaluate audience feedback and analytics of the multi-media projects. *Target: 70% of students achieving 70% or higher*

Program and Institutional Learning Outcomes

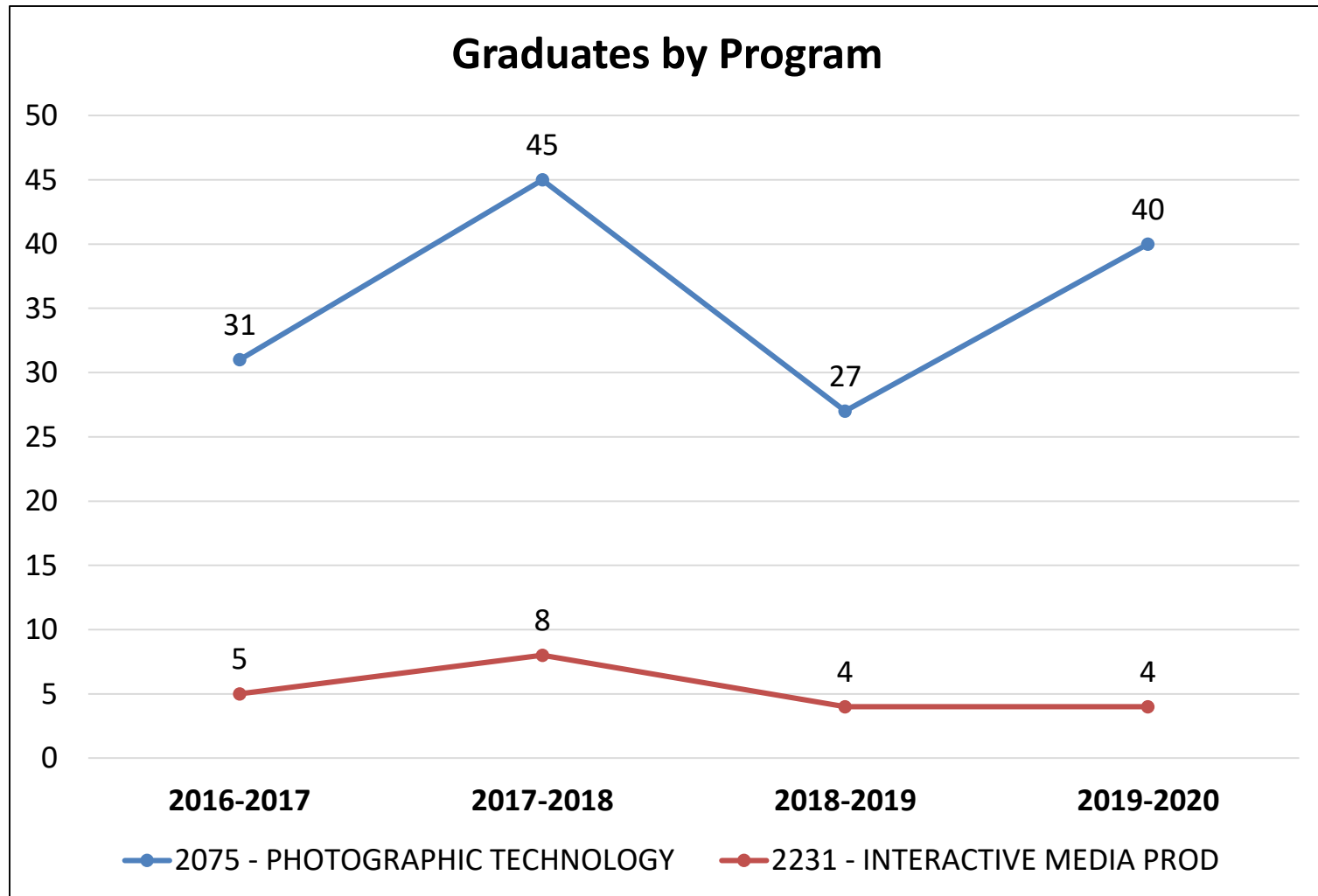
Program	Year	Critical/ Creative Thinking	Communication	Cultural Literacy	Information and Technical Literacy
2075 - Photographic Technology	2017-2018	No report	82%-87%	No report	No report
	2018-2019	No report	No report	78%-87%	72%-86%
	2019-2020	88%-90%	86%-91%	86%-91%	88%-91%
2231 - Interactive Media Production	2017-2018	87%-94%	84%-88%	82%-94%	87%-94%
	2018-2019	86.5%-89%	84%-88%	84%-86.5%	86.5%-89%
	2019-2020	70%	70%	70%	70%



Students are duplicated across programs.

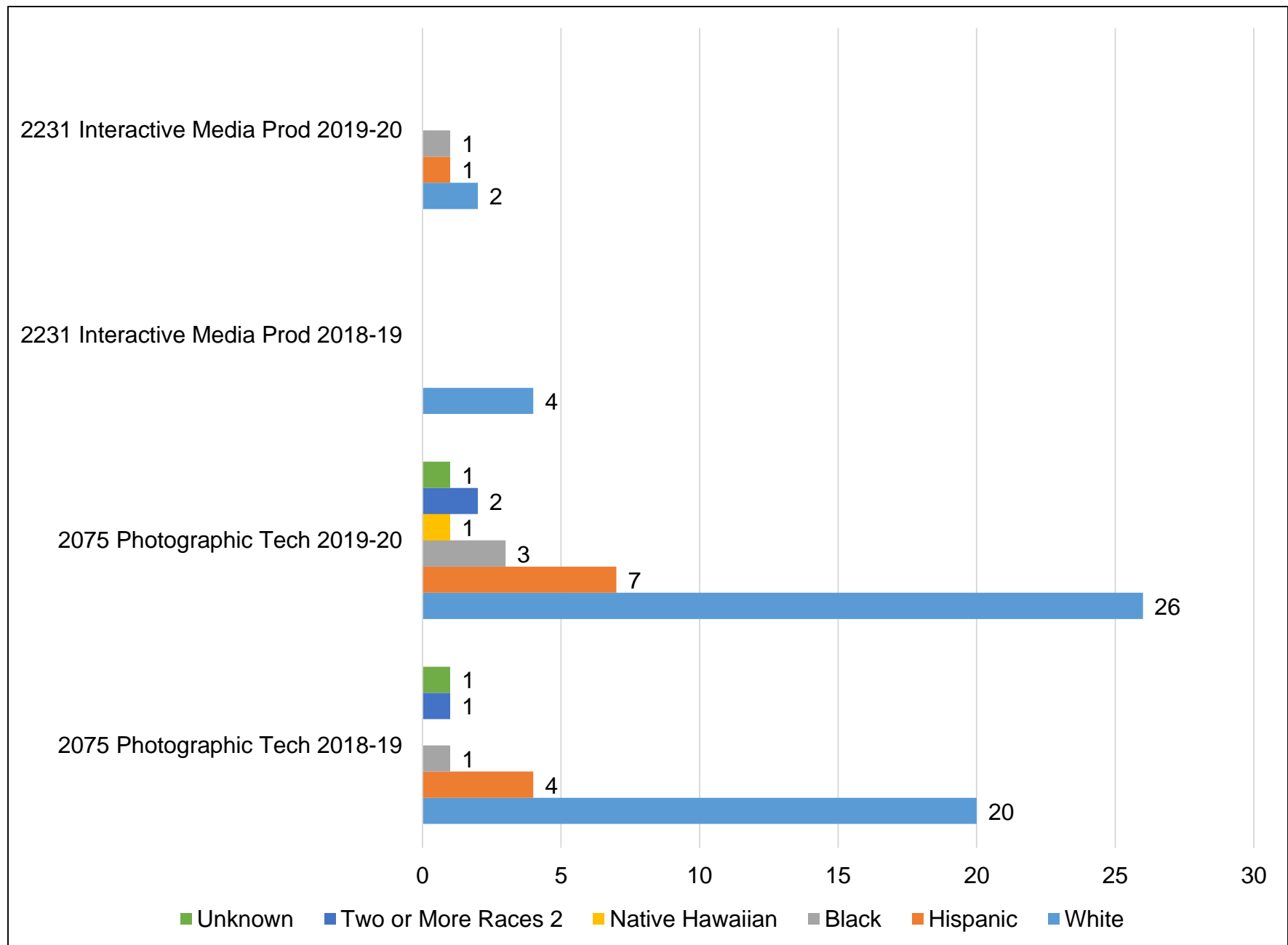
Dual Enrollment count for 2019-2020: 16

Source: IR Program Assessment Data



Source: IR Program Assessment Data

Number of Graduates by Race/Ethnicity



Time to Degree

Major	Average of Years to Completion
207500 - Photographic Technology A.S.	1.70
223100 - Digital & Interact Media Prod	2.33

Graduation Rates

Major	Term	# Students	Graduated within 150% Time	Graduation Rate	Graduated within 200% Time	Graduation Rate
2075- Photographic Technology	FA14	52	25	48.1%	26	50.0%
	FA15	50	18	36.0%	19	38.0%
	FA16 – 200% In Progress	78	32	41.0%	35	44.9%
	FA17 – In Progress	51	24	47.1%	24	47.1%
2231 - Interactive Media Production	FA14	17	2	11.8%	2	11.8%
	FA15	17	1	5.9%	1	5.9%
	FA16 – 200% In Progress	12	2	16.7%	2	16.7%
	FA17 – In Progress	4	2	50.0%	2	50.0%
2231 – Digital & Interactive Media Production	FA15	2	0	0.0%	1	50.0%
	FA16 – 200% In Progress	9	3	33.3%	4	44.4%
	FA17 – In Progress	5	0	0.0%	0	0.0%

Workforce Completion Rate for 150%: 34.28% and for 200%: 41.09%

Fall terms include prior Summer term enrollment in major.
 2231- Digital and Interactive Media Production began in FA13
 200% Graduation Rate includes Graduates in 150% Graduation Rate.

Source: IR Program Assessment Data

Graduation Rates by Race/Ethnicity (1 of 2)

Major	Term	Race/Ethnicity	# Students	Graduated within 150% Time	Graduation Rate	Graduated within 200% Time	Graduation Rate
2075- Photographic Technology	FA15	Black	5	3	60.0%	3	60.0%
		Hispanic	2	1	50.0%	1	50.0%
		Two or More Races	2	0	0.0%	0	0.0%
		Unknown	2	1	50.0%	1	50.0%
		White	39	13	33.3%	14	35.9%
	FA16 –200% In Progress	Black	7	2	28.6%	2	28.6%
		Hispanic	11	6	54.5%	6	54.5%
		Native Hawaiian	1	0	0.0%	0	0.0%
		Two or More Races	5	2	40.0%	2	40.0%
		Unknown	2	0	0.0%	0	0.0%
	FA17– In Progress	White	52	22	42.3%	22	42.3%
		Asian	1	0	0.0%	0	0.0%
		Black	7	3	42.9%	3	42.9%
		Hispanic	4	2	50.0%	2	50.0%
		Two or More Races	3	1	33.3%	1	33.3%
2231 - Interactive Media Production	FA15	Unknown	3	0	0.0%	0	0.0%
		White	33	18	54.6%	18	54.6%
		Black	2	0	0.0%	0	0.0%
	FA16 –200% In Progress	Hispanic	2	0	0.0%	0	0.0%
		White	13	1	7.7%	1	7.7%
		Black	1	0	0.0%	0	0.0%
		Hispanic	3	0	0.0%	0	0.0%
		Two or More Races	1	0	0.0%	0	0.0%
		Unknown	1	0	0.0%	0	0.0%
		White	6	2	33.3%	2	33.3%
	FA17– In Progress	Black	1	0	0.0%	0	0.0%
		Two or More Races	1	1	100.0%	1	100.0%
		White	2	1	50.0%	1	50.0%

Graduation Rates by Race/Ethnicity (2 of 2)

Major	Term	Race/Ethnicity	# Students	Graduated within 150% Time	Graduation Rate	Graduated within 200% Time	Graduation Rate
2231 –Digital and Interactive Media Production	FA15	Black	1	0	0.0%	0	0.0%
		White	1	0	0.0%	1	100.0%
	FA16 –200% In Progress	Asian	1	0	0.0%	0	0.0%
		Hispanic	1	0	0.0%	1	100.0%
		White	7	3	42.9%	3	42.9%
	FA17– In Progress	Black	2	0	0.0%	0	0.0%
		White	3	0	0.0%	0	0.0%

Graduation Rates By Gender

Major	Fall Term	Gender	# Students	Graduation				
				Graduated within 150% Time	Graduation Rate	Graduated within 200% Time	Graduation Rate	
2075- Photographic Technology	2015	Female	37	16	43.2%	17	46.0%	
		Male	13	2	15.4%	2	15.4%	
	2016	Female	43	20	46.5%	21	48.8%	
		Male	34	12	35.3%	14	41.2%	
		Unknown	1	0	0.0%	0	0.0%	
	2017	Female	29	15	51.7%	29	51.7%	
		Male	21	9	42.9%	21	42.9%	
		PrefNoAns	1	0	0.0%	1	0.0%	
	2231 - Interactive Media Production	2015	Female	7	0	0.0%	0	0.0%
Male			9	1	11.1%	1	11.1%	
PrefNoAns			1	0	0.0%	0	0.0%	
2016		Female	7	1	14.3%	1	14.3%	
		Male	5	1	20.0%	1	20.0%	
2017		Female	2	1	50.0%	1	50.0%	
		Male	2	1	50.0%	1	50.0%	
2231 – Digital and Interactive Media Production		2015	Female	1	0	0.0%	1	100.0%
			Male	1	0	0.0%	0	0.0%
	2016	Female	5	1	20.0%	2	40.0%	
		Male	4	2	50.0%	2	50.0%	
	2017	Female	2	0	0.0%	0	0.0%	
		Male	3	0	0.0%	0	0.0%	

Retention Rates

Major	Cohort Year	Registered	Exclusions	Adjusted Cohort	Retained by DSC		Retained by Program		Total Retained %
					N	%	N	%	
2075-PHOTOGRAPHIC TECHNOLOGY	2015	138	34	104	2	1.9%	59	56.7%	58.7%
	2016	140	31	109	2	2.0%	67	61.0%	63.0%
	2017	132	37	95	2	2.1%	54	56.8%	58.9%
	2018	114	29	85	1	1.2%	48	56.5%	57.7%
2231-DIGITAL & INTERACTIVE MEDIA PRODUCTION	2015	43	1	42	4	9.5%	19	45.24%	54.76%
	2016	41	5	36	2	6.0%	22	61.00%	67.00%
	2017	36	8	28	2	7.1%	12	42.9%	50.0%
	2018	34	5	29	1	3.5%	14	48.3%	51.7%

Registered - Includes all students enrolled in the fall term of the specified year, with the specified program as their primary major.

Exclusions - Includes students who are deceased or graduated fall of the specified year or the following spring or summer.

Retained by DSC - Students who were still registered at DSC the following fall but with a different primary major.

Retained by Program - Students who were registered the following fall with the same primary major.

Source: IR Program Assessment Data

Retention Rates by Race/Ethnicity

Major	Cohort	Fall Term	Registered	Exclusions	Adjusted Cohort	Retained by Program	
						N	%
2075- PHOTOGRAPHIC TECHNOLOGY	Fall 2017 to Fall 2018	Asian	2	1	1	1	100.0%
		Black	13	3	10*	4	40.0%
		Hispanic	13	6	7	4	57.1%
		Native Hawaii	1	0	1	1	100.0%
		Two or More Races	8	3	5	3	60.0%
		Unknown	5	1	4	3	75.0%
		White	90	23	67*	38	56.7%
	Fall 2018 to Fall 2019	Asian	2	0	2	1	50.0%
		Black	15	1	14	6	42.9%
		Hispanic	17	4	13	8	61.5%
		Native Hawaii	1	0	1	1	100.0%
		Two or More Races	5	1	4	2	50.0%
		Unknown	4	1	3	3	100.0%
		White	70	22	48	27	56.3%
2231- DIGITAL & INTERACTIVE MEDIA PRODUCTION	Fall 2017 to Fall 2018	Am. Ind.	1	0	1	1	100.0%
		Asian	2	0	2	0	0.0%
		Black	8	1	7	3	42.9%
		Hispanic	4	2	2*	1	50.0%
		Two or More Races	1	1	0		
		White	20	4	16*	7	43.8%
	Fall 2018 to Fall 2019	American Indian/Alas	1	0	1	1	100.0%
		Black	4	1	3	2	66.7%
		Hispanic	5	0	5	3	60.0%
		Two or More Races	3	0	3	1	33.3%
		Unknown	1	0	1	0	0.0%
White	20	4	16	7	43.8%		

Retention of Underserved Populations: 56.25% Black, 57.95% Hispanic, and 73.08% Unknown

**one or more students retained by DSC*

Registered - Includes all students enrolled in the fall term of the specified year, with the specified program as their primary major.

Exclusions - Includes students who are deceased or graduated fall of the specified year or the following spring or summer.

Adjusted Cohort - Registered students less exclusions.

Not retained - Students who were not registered the following fall term.

Retained by DSC - Students who were still registered at DSC the following fall but with a different primary major.

Retained by Program - Students who were registered the following fall with the same primary major.

Source: IR Program Assessment Data

Retention Rates by Gender

Major	Cohort	Fall Term	Registered	Exclusions	Adjusted Cohort	Retained by Program	
						N	%
2075- PHOTOGRAPHIC TECHNOLOGY	Fall 2017 to Fall 2018	Female	74	25	49	29	59.2%
		Male	56	12	44	25	56.8%
		PrefNoAns	1	0	1	0	0%
		Unknown	1	0	1	0	0%
	Fall 2018 to Fall 2019	Female	69	17	52	32	61.5%
		Male	45	12	33	16	48.5%
2231- DIGITAL & INTERACTIVE MEDIA PRODUCTION	Fall 2017 to Fall 2018	Female	21	5	16	7	43.8%
		Male	15	3	12	5	41.7%
	Fall 2018 to Fall 2019	Female	17	3	14	6	42.9%
		Male	17	2	15	8	53.3%

Placement Rates
Workforce High Demand Occupations: 12.96%
DSC Workforce High Skill/High Wage Earnings: 59.10%

Program Title	Major	2013/14		2014/15		2015/16		2016/17		2017/18		Average Annual Salary
		DSC%	FCS%	DSC%	FCS%	DSC%	FCS%	DSC%	FCS%	DSC%	FCS%	
Photographic Technology	2075	75%	76%	90%	88%	82%	82%	80%	77%	75%	72%	\$**,***
Interactive Media Tech	2231	New Program		100%	100%	100%	100%	80%	80%	20%	20%	\$**,***

Source: Florida Education Training Placement Information Program (FETPIP)

*Currently Inactive Program

N/A - No placement data for the program

(****), (\$**,***), or (****%) - Number of graduates less than 10 but greater than 0 suppressed.

Indicates the College average above the State Averages

Indicates the College average same as the State Averages

Indicates the College average below the State Averages

Course Success Rates

Major and Associated Courses		2016-2017		2017-2018		2018-2019		2019-2020	
		Attempted	% Successful	Attempted	% Successful	Attempted	% Successful	Attempted	% Successful
2075- Photographic Technology	PGY1100	46	83%	38	84%	30	93%	43	84%
	PGY1101	75	79%	66	83%	83	76%	74	69%
	PGY1115	49	88%	59	90%	39	79%	43	93%
	PGY1201	58	98%	47	85%	47	91%	42	86%
	PGY1800	80	88%	72	89%	85	74%	94	81%
	PGY1802	86	85%	64	89%	59	76%	64	72%
	PGY2000	62	84%	51	86%	48	90%	45	82%
	PGY2107	46	93%	51	98%	36	94%	35	94%
	PGY2210	48	90%	49	84%	40	90%	38	97%
	PGY2270	29	90%	46	91%	39	90%	41	98%
	PGY2273	32	94%	51	92%	45	89%	39	92%
	PGY2470	14	100%	9	100%	6	100%	10	100%
	PGY2650	50	96%	48	88%	35	100%	38	95%
	PGY2750	54	85%	64	88%	46	87%	52	88%
	PGY2801	11	82%			4	100%		
PGY2806	59	92%	45	87%	54	91%	40	83%	
PGY2935	25	96%	8	100%	3	100%	1	100%	
2231-Digital & Interactive Media Production	DIG2000	54	80%	42	76%	37	81%	51	82%
	DIG2441					4	100%	11	82%
	DIG2500	33	67%	34	68%	34	85%	30	73%
	GRA1543	16	69%	19	89%	18	56%	20	80%
	JOU1100					30	80%	22	86%
	MMC1000					32	72%	31	71%
	RTV2104							10	70%

■ Indicates a success rate of 90% or higher
■ Indicates a success rate between 70% and 89%
■ Indicates a success rate below 70%

Source: IR Program Assessment Data

Course Success Rates by Race/Ethnicity (1 of 2)

Course, Race/Ethnicity	2018-2019		2019-2020	
	Enrolled	Success Rate	Enrolled	Success Rate
2075 - Photographic Tech.				
PGY1100	30	93%	43	84%
Asian	1	100%	1	100%
Black	2	100%	5	80%
Hispanic	3	100%	6	100%
Two or More Races	2	50%	1	100%
Unknown			2	0%
White	22	95%	28	86%
PGY1101	83	76%	74	69%
American Indian			1	100%
Asian	1	100%	1	100%
Black	14	43%	9	33%
Hispanic	17	76%	12	67%
Two or More Races	3	67%	2	100%
White	47	85%	49	73%
PGY1115	39	79%	43	93%
Asian			1	0%
Black	6	50%	5	80%
Hispanic	3	100%	9	100%
Two or More Races	1	100%	2	100%
Unknown			3	100%
White	28	82%	23	96%
PGY1201	47	91%	42	86%
Asian	1	100%	1	100%
Black	3	67%	5	100%
Hispanic	11	100%	9	89%
Unknown	3	100%	2	100%
White	27	89%	25	80%
PGY1800	85	74%	94	81%
Am. Ind	1	100%	1	100%
Asian	1	100%	1	100%
Black	15	47%	13	62%
Hispanic	18	83%	17	76%
Two or More Races	3	67%	3	100%
Unknown	3	33%	2	100%
White	44	82%	57	84%

Course, Race/Ethnicity	2018-2019		2019-2020	
	Enrolled	Success Rate	Enrolled	Success Rate
PGY1802	59	76%	64	72%
American Indian			1	100%
Asian	1	100%	1	100%
Black	11	55%	9	33%
Hispanic	13	85%	15	67%
Two or More Races	2	50%	2	50%
Unknown	2	100%	1	100%
White	30	80%	35	83%
PGY2000	48	90%	44	84%
Asian	2	50%	1	100%
Black	3	67%	6	67%
Hispanic	11	91%	9	89%
Unknown	1	100%	2	100%
White	28	93%	27	81%
PGY2107	36	94%	34	97%
Black	3	100%	2	100%
Hispanic	1	100%	8	100%
Two or More Races	3	100%	1	100%
Unknown	1	100%	2	100%
White	25	96%	22	91%
PGY2210	40	90%	38	97%
Asian			1	0%
Black	3	100%	5	100%
Hispanic	7	86%	9	100%
Two or More Races	3	67%	1	100%
Unknown	2	100%	3	100%
White	24	92%	19	100%
PGY2270	39	90%	41	98%
Asian			1	100%
Black	6	83%	4	100%
Hispanic	2	100%	10	100%
Two or More Races	2	100%	2	100%
Unknown	1	100%	2	100%
White	27	89%	22	95%
PGY2273	45	89%	39	92%
Asian			1	0%
Black	6	67%	6	67%
Hispanic	4	100%	11	100%
Two or More Races	2	50%	1	100%
Unknown	2	100%	1	100%
White	30	97%	19	100%

Indicates a success rate of 90% or higher
 Indicates a success rate between 70% and 89%
 Indicates a success rate below 70%

Source: IR Program Assessment Data

Course Success Rates by Race/Ethnicity (2 of 2)

Course, Race/Ethnicity	2018-2019		2019-2020	
	Enrolled	Success Rate	Enrolled	Success Rate
PGY2470	6	100%	10	100%
Black			2	100%
Two or more Races	2	100%	3	100%
Unknown			1	100%
White	3	100%	4	100%
PGY2650	35	100%	38	95%
Asian			1	0%
Black	3	100%	4	100%
Hispanic	5	100%	9	100%
Two or More Races			3	100%
Unknown	1	100%	3	67%
White	25	100%	18	100%
PGY2750	46	87%	52	88%
Black	4	75%	6	83%
Hispanic	5	80%	12	92%
Two or More Races	2	100%	2	100%
Unknown	1	100%	2	100%
White	32	88%	30	87%
PGY2806	54	91%	40	83%
Asian	2	50%	1	100%
Black	4	75%	7	86%
Hispanic	11	100%	9	89%
Two or More Races	2	100%	1	100%
Unknown	5	80%	1	100%
White	30	93%	21	76%
PGY2935	3	100%	1	100%
Hispanic			1	100%

Course, Race/Ethnicity	2018-2019		2019-2020	
	Enrolled	Success Rate	Enrolled	Success Rate
2231 – Digital & Interactive Media Prod.				
DIG2000	37	81%	51	82%
Asian			1	100%
Black	5	80%	6	67%
Hispanic	11	82%	9	78%
Two or More Races	1	0%	1	100%
Unknown			2	100%
White	20	85%	32	84%
DIG2441	4	100%	11	82%
Black			1	0%
Hispanic	1	100%	1	100%
White	3	100%	9	89%
DIG2500	34	85%	30	73%
Asian	1	100%	1	100%
Black	3	100%	6	83%
Hispanic	6	83%	6	83%
Two or More Races	1	100%	1	100%
White	23	83%	16	63%
GRA1543	18	56%	20	80%
Black	2	50%	2	50%
Hispanic	1	0%	5	100%
White	11	55%	13	77%
JOU1100	30	80%	21	90%
Asian			1	100%
Black	2	50%	3	100%
Hispanic	5	80%	7	71%
Two or More Races	1	100%	2	100%
White	22	82%	9	89%
MMC1000	32	72%	27	78%
Asian	1	100%	1	100%
Black	3	67%	5	40%
Hispanic	8	63%	3	67%
Unknown			2	100%
White	20	75%	20	75%
RTV2104			10	70%
American Indian/Alas			1	0%
Black			2	50%
Hispanic/Latino			3	100%
White			4	75%

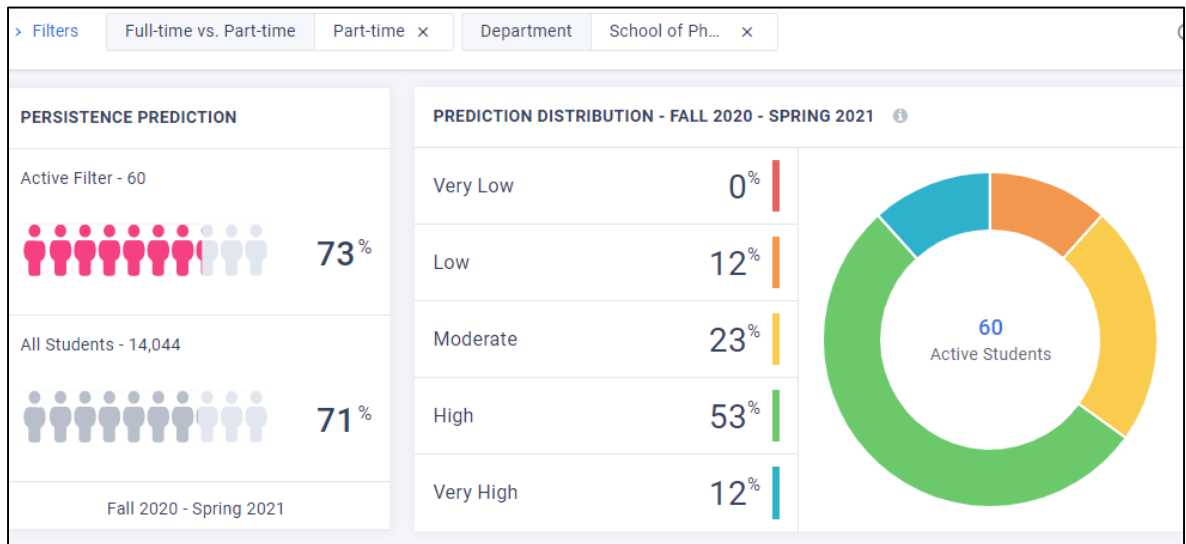
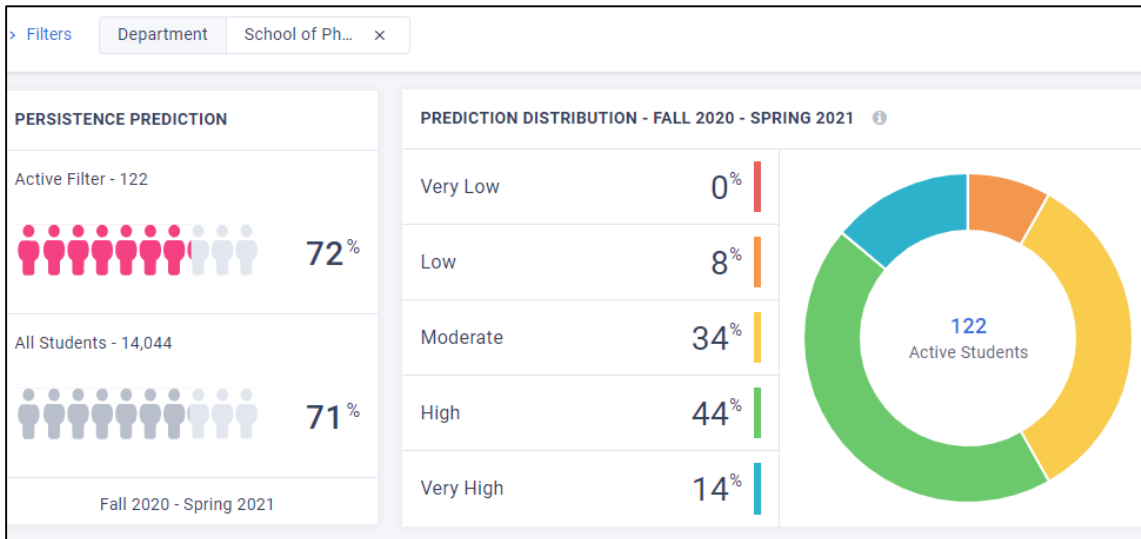
■ Indicates a success rate of 90% or higher
■ Indicates a success rate between 70% and 89%
■ Indicates a success rate below 70%

Overall Course Success Rates by Race/Ethnicity

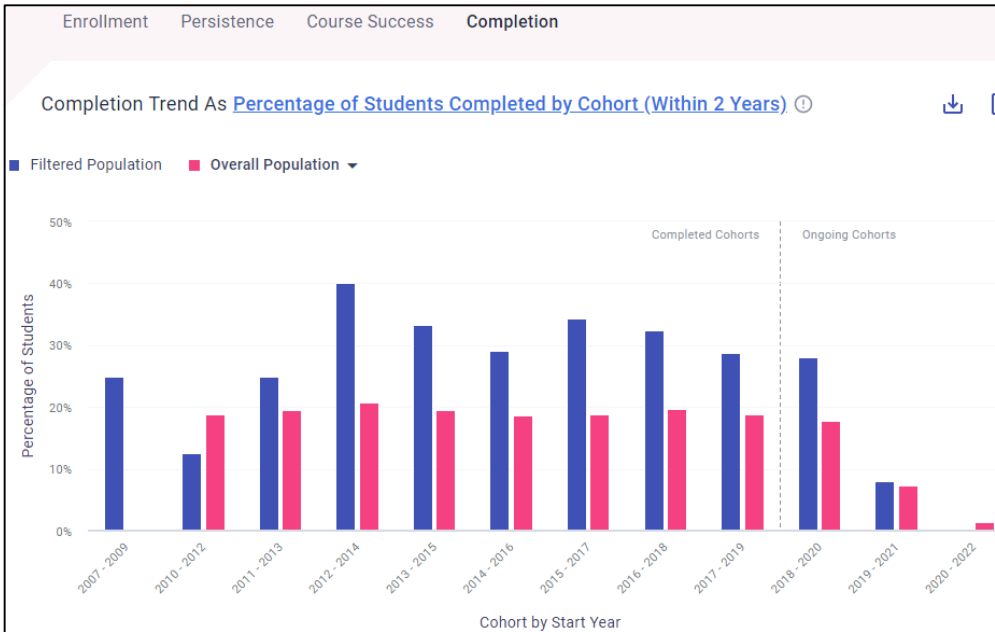
Course, Race/Ethnicity	2019-2020	
	Enrolled	Success Rate
American Indian/Alas	4	75%
Asian	16	75%
Black	113	70%
Hispanic	183	87%
Two or More Races	26	96%
Unknown	30	90%
White	502	85%

■ Indicates a success rate of 90% or higher
■ Indicates a success rate between 70% and 89%
■ Indicates a success rate below 70%

Civitas



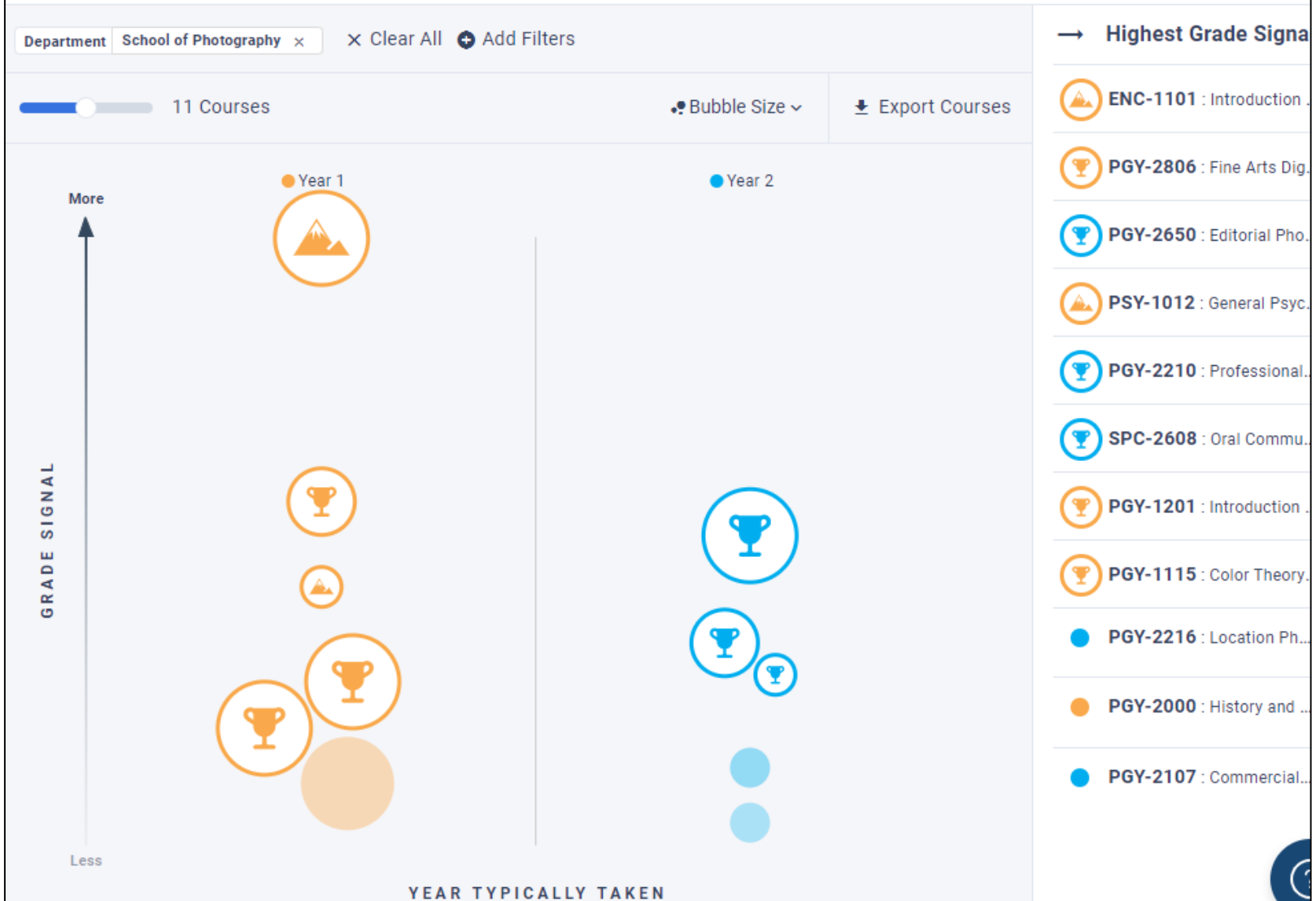
Civitas



Civitas

A student's course grade strongly signals graduation likelihood

creates the biggest boost in graduation likelihood for an individual student. Advising students to prioritize these courses could increase their graduation likelihood.





2020-2021
Academic Affairs
Assessment Day – Program Guides

*A Review of Program Guide and Course Catalog
Information*

Program Guides - Overview

- Given Assessment Day results, are there any changes needed to or desired for the Program Guide?
- Please Review:
 - Program Information
 - General Education Course Selections (if applicable)
 - Program Course Catalog Information
 - Program of Study

Program Guides – Information Review

- Mission statement
 - Does it accurately state the purpose and goals of the program?
- Description
 - Does it clearly portray the nature of the program and any unique characteristics (i.e. embedded certificates, industry certifications, program accreditations, etc.)?

Program Guides – General Ed. Review

- General Education Courses *(if applicable)*
 - Are the selection of courses aligned with the academic knowledge students need to be successful in the related field(s)/occupations?
 - Must be a minimum of 15 credit hours for A.S. programs
(F.A.C. [6A-10.024](#))
 - Must include ENC1101 and a Math Core course
 - Do the selection of courses allow for seamless transition to the Baccalaureate level (if applicable)?

Program Guides – Course Reqs. Review

- Program Specific Course Requirements
 - Are the courses relevant to the academic and technical skills required in the related field(s)/occupation(s)?
 - Are there any required courses offered by another department? If so, consult with that department on upcoming changes (if any).
 - Are there any courses that have not been offered in over 5 years?

Program Guides – Course Info. Review

- Program Specific Course Catalog Information
 - Is the course description accurate?
 - Are the course prefix, number and/or title relevant?
 - Are the term offerings up-to-date?
 - Are the prerequisite and corequisite course assignments appropriate to what students need to know to be successful in the requisite (*required*) course?

Program Guide – Program of Study Review

- Program of Study
 - Is the sequence of courses structured from foundational to advanced content, as appropriate?
 - Does the sequence align with course, term offerings?
 - Does the sequence align with course, prerequisite/co-requisite assignments?
 - Are there any special notes/information missing, incorrect or desired?