

Directions

Dear SAC Administrative Liaisons:

This is a flexible and intentionally brief outline, created by deans in prior pilot years, to support your writing of the Annual Update Administrative Response (AR). To view examples of recently completed ARs, please visit [Program/Discipline Review at PCC](#) and scroll down to the table.

1. In 2021-2022 the office of Effectiveness and Planning will create a template file for each Pathway. These files will include the Annual Update Reports submitted by the SACs in your Pathway as well as a folder of individual AR forms for each SAC. We will share these folders with the administrative liaison (and the Pathway Deans) after the SACs submit their Annual Updates (usually early December 2021).
2. When your AR file is complete, please “Share” it with nichole.reding@pcc.edu. (Use the blue “Share” button in the top right corner.) E&P will convert the file to .pdf and post it to the table here: [Program/Discipline Review at PCC](#)
3. Feel free to delete these instructions.
4. Our hope is to receive all the AR’s by Friday, March 18, 2022, and post all the ARs before April 1st, in time to be viewed by our accreditation visitors in April.

Tip from deans from prior years:

- Many SAC liaisons have found it helpful to have a principal writer and supporting deans and directors as commenters. ⇒ Feel free to share an early draft of your AR document with deans and directors and others.

Tip from past pilot participants and support from Student Affairs:

- The AR is an opportunity to invite participation within and even across pathways. In addition, the AR is an opportunity for admin liaisons of Academic Affairs (deans and directors) to invite participation and conversation with leaders in Student Affairs. (Consider contacting Heather Lang, VP Student Affairs, heather.lang@pcc.edu to get started.) This engagement is essential when the AR cites services and support that is offered by or could be offered by our Student Affairs departments/programs.

Timeline:

- 1) When the SAC liaison and co-writers have completed the AR, the SAC liaison should re-share the document with Nichole Reding and indicate that the document is final. (nichole.reding@pcc.edu , ⇒ Use the blue “Share” button in the top right corner.)
- 2) Again, our hope is to receive all final documents no later than **Friday, March 18, 2022**. This will allow SAC Chairs and SAC liaisons some time to include these documents as they plan for their spring SAC meetings. (Spring SAC day 2022 will be Tuesday, April 26th.) And this will allow time for Effectiveness and Planning to post the documents publicly for our accreditation visitors in April 2022.

⇒ If you have questions, or if you would like to schedule a 1:1 or small-group coaching meeting with Effectiveness and Planning, please contact Dieterich Steinmetz (dsteinme@pcc.edu) or Nichole Reding (nichole.reding@pcc.edu) ⇒ You can also schedule a meeting directly by going to the E&P Office Hours appointment calendar, [here](#).

The template starts on the next page.

Program Review – Annual Program/Discipline Update
Administrative Response and Follow Up
Winter 2021-2022

Program/Discipline: Music and Applied Music

SAC Chair(s): Jason Palmer Samuel Barbara

SAC Administrative Liaison (Director or Program Dean): Gene Flores

Other Dean(s) or Director(s):

Department Chair(s): Jason Palmer, John Mery and Julianne Johnson

Date:3/12/22

This section is for Administration to provide feedback.

To be prepared by Program Dean(s) and reviewed by Pathway Dean and Associate Vice Presidents(s).

1. Strengths and successes of the program as evidenced by the data, analysis and reflection:

The Music program has worked tirelessly over the last 2 years during the pandemic to maintain a solid program. Music has been hit hard by the pandemic and it may take some time to reestablish the program to see levels prior to the pandemic. They are aware of the challenges that lie ahead and with the reorganization of the college, they are committed to begin working as a district to help reestablish their program.

Music has been successful in a number of areas from their ensembles to their choral work. They did an excellent job in transitioning a number of their courses from face to face to remote, though student success rates have fallen due to the nature of remote teaching compared to in-person modality. Music is aware of these shortfalls and are actively looking at how to improve on-line and remote offering to promote better student success by being more interactive, collaborative and engaging as well as mentoring and coaching faculty who may have trouble in on-line and remote modalities.

2. Areas of challenge or concern, if any:

In reading the Music APU there is very little mention of what the program is doing across the district, many of the accomplishments highlighted are Rock Creek based with little or no mention of Sylvania or Cascade campuses. There are a number of missed opportunities that could have been included to show the vibrancy of the music program at the college.

Accomplishments such as:

- New practice facilities at SY campus
- New Music classroom at SY Campus (where Jason Palmer, John Mery and Julianne Johnson work collaboratively to design the new space)
- Music and Sonic Arts working with Music to reassess both programs where curriculum overlaps and determining if courses can be eliminated or combined to better assist students
- Collaboration between Music, Dance and Theater Arts in producing and presenting a musical, where students from across the district enrolled in various courses to participate in the musical
- The Guitar Build class, a collaborative effort between Music at SY and Drafting at SE for students to better understand the workings of building their own guitars
- Hiring of an IST2 to help support the Music program across the college

Though there is mention about a commitment to work as a district to help reestablish the Music program, the APU that is presented seems to lack the voices and input of other faculty from other campuses besides Rock Creek.

District-wide scheduling will have to be coordinated to help ensure that classes are not in competition with each other. I am certain that the FDCs in the program will work together to help ensure a healthy schedule that supports the Music Program as a whole and looks at student success rather than campus success.

3. Reflection on goals and resources:

-In reading the Music APU there is no clear indication of goals that needed to be addressed nor of resources. In response, I have looked at some statements made by the Music program that can be read as their goals and resources.

The Music program lists one of their goals as making personal connections with colleges and universities throughout the region, listing the accomplishments of some students with Pacific University. I encourage the program to work further in enhancing these relationships especially with Portland State, I also encourage to do so as a collaborative effort with faculty from across the district rather than from one campus.

The Music program will also be reassessing their signature assignments as they were given a reprieve last year. They mentioned the support needed to explore inequities in enrollment or student success. They feel that they are but at times unqualified to analyze complex data, and feel that assistance will be needed in identifying ways to improve student success and outcomes. The Music program can work with the dean to find ways to support them to better analyze data and find solutions to increase student success and outcomes.

4. Recommended next steps:

Proceed as planned on program review schedule

Follow up conversation needed with SAC, Dept Chair(s) and Dean

5. Additional comments/questions:

The Music program requested additional release time to help with recruitment and scholarly activities. Many other departments do this already as part of their college service as outlined in the faculty contract, additional release is not needed. Coordination within the program to make recruiting trips to schools in the area a collaborative effort may ease the pressure some faculty may feel. Secondly, I agree that faculty should be routinely visiting schools to promote the program, especially with the negative impact enrollment took due to the pandemic, again as a collaborative effort within the program.

The Music program will need to work as a cohesive unit to help rebuild the program in the next coming year or two. As mentioned previously, district-wide scheduling will be one step to ensure that the program is working as a unit and not scheduling classes that conflict with each other across campuses. Overall the APU has great data and reflection but it comes across as written by only a fraction of the program.