

**Program Review and Outcomes Assessment Subcommittee
Minutes
San Diego Miramar College
September 20, 2021, Zoom, 3:00-4:30 pm**

Approved: 11/1/21

Members Present:

Amy Alsup, Brett Bell, Adrian Gonzales, Eli Manalastas, Patti Manley, Julia McMenamin, Daniel Miramontez, Michael Odu, Xi Zhang

Vacancies: Co-Chair; Classified Professionals (3); Faculty BTCWI (1); Faculty Public Safety (1); Faculty PRIELT Designee (1); Counseling (1); Health Services Designee (1); Student (1)

Guest(s):

Wai-Ling Rubic

I. Call to Order

The meeting was called to order by Co-Chair Patti Manley at 3:05 p.m.

II. Approval of Agenda

MSC unanimously (Miramontez/Manalastas) to approve the agenda with a correction from "Program Review and Outcomes Assessment Committee" to "...Subcommittee".

III. Approval of Minutes – May 3, 2021

MSC (Manalastas/Alsup) to approve the minutes of May 3, 2021 as submitted. (4 Abstentions)

IV. Old Business:

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	No items.

V. New Business:

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A	<u>Subcommittee Membership & Charge</u> Manley gave a brief overview of the background for change to the subcommittee and reviewed the membership and responsibilities. Major difference is that the Outcomes Assessment Facilitator now includes program review duties, which comprises the current Program Review/Outcome Assessment Facilitator position. Furthermore, all branches (Administrative Services, Student Services, Instructional Support, and Instructional Services) are now represented and are moving toward integration. Filling of subcommittee vacancies are in process.
B	<u>Meeting Date/Time Schedule</u> Historically, the first and third Mondays at 3:00 pm were reserved for the IPR/SLOAC. Consensus was to keep the meeting schedule with the correction of not meeting on February 21, 2022 since it's a holiday.
C	<u>Districtwide Outcomes Assessment and Canvas Discussion</u> Manley reported current discussions occurring Districtwide about integrating outcomes within Canvas to facilitate assessment. Issues which are surfacing are: Canvas is not widely used in non-instructional areas like Instruction; input into Canvas will be labor-intensive on the front-end; extrapolating from our current platforms (Taskstream and Curricunet) is not available; and funding to transition.

	<p>Bell suggested exploring IEPI funding. Miramontez and Manley to review alignment with Program Review needs and strategic enrollment planning efforts.</p>
D	<p><u>Program Review and Outcomes Assessment Platform Discussion</u> The Watermark/Taskstream contract has been extended to December 2022, and Districtwide conversations have begun for replacement. A variety of platforms will be investigated and demonstrated for features. Manley displayed primary and secondary requirements based on past districtwide conversations. Future discussion to continue.</p>
E	<p><u>BRDS Reports and Taskstream</u> Brett Bell informed the members that requests for budget resources are inputted into Taskstream and extracted as part of the Budget and Resource Development Subcommittee's (BRDS) process. He also clarified BRDS's role in ensuring process occurs, reviewing sources of funding, and aligning college-wide priorities for student success.</p>
F	<p><u>2021-2024 Program Review & Outcomes Plan Draft</u> Manley provided a comprehensive plan for the 2021-2024 Program Review & Outcomes cycle which outlined eight goals:</p> <ol style="list-style-type: none"> 1) Improve systematic assessment of SLO's/SOU's (Service Unit Outcomes) review for quality outcomes; 2) Improve program review and assessment of Instruction, Instructional Support, and Student Services with a focus on quality program review; 3) Increase support to faculty and classified professionals; 4) Improve meaningful disaggregation and assessment of SLO's; 5) Integrate program review and outcomes assessment into college-wide planning; 6) Improve connections between quality program review with program improvement and alignment with College's Mission and Strategic Goals & Plans; 7) Improve communication between internal and external constituencies; 8) Improve college-wide support and resources. <p>Manley will distribute the draft to the subcommittee for review and feedback.</p>
G	<p><u>2021-2024 Program Review & Outcomes Calendar</u> With the combination of Instruction, Student Services, Instructional Support, and Administrative Services, the need for a coherent processing calendar was recognized by the subcommittee. Each division operates on different peak-time calendars and has needs for a variety of datasets. Manley will draft a processing calendar and solicited input from Bell, Gonzales, Miramontez, and Odu. Manley will also continue to send reminders about batch-processing of outcomes assessment.</p>
H	<p><u>Program Review & Outcomes Assessment Completion Report 2018-2021</u> Manley reported that 88%-95% of instructional program completed the three-year-cycle process for program review; good numbers considering the pandemic. For the same cycle, 68% of courses were assessed for outcomes. However, the caveat could be that work was not completely uploaded into Taskstream. Incomplete work may impact accreditation. Odu to follow up with instructional deans.</p>
I	<p><u>KPI's and Program Review Survey</u> Xi Zhang reported on survey outcomes. With the help of Manley's courtesy nudges, a 92% online response rate was achieved. Most had either seen or used the PREDD for program review with lower numbers on the rubric utilization. Another highlight was that about half had a DEI (diversity, equity, inclusion) lens incorporated. The second part of the survey inquired about the type of data used. Feedback was high with enrollment, FTES, productivity stats, and program-specific data. Zhang indicated the next iteration of the PREDD will include employment data and high school data.</p>

J.	<u>Cross Division Peer Groups</u> Item Tabled.
K.	<u>Outcomes & Program Review Days</u> Item Tabled.

VI. Reports (standing):

- A. Administrative Services – None.
- B. Instruction – None.
- C. Instructional Support – None.
- D. Student Services – None.
- E. Classified Professionals – None.
- F. ASG – None.

VII. Announcements – None.

VIII. Next Scheduled Meetings

- October 4 & 18; November 1 & 15; December 6; February 7; March 7 & 21; April 4 & 18; May 2 & 16

IX. Adjournment

MSC (McMenamin/Miramontez) to adjourn at 4:30 p.m.

Respectfully Submitted,
Carol Sampaga
Office of the Vice President of Instruction
10/28/21