

**Program Review and Outcomes  
Assessment Minutes  
San Diego Miramar College  
October 18, 2021 • Zoom • 3:00 PM**

Approved: 11/1/21

**Members:** Daniel Miramontez, Patricia Manley, Eli Manalastas, Mark Jackson, Darren Hall, Xi Zhang (no proxy), Amy Alsup, Brett Bell, Michael Odu, Julia McMenamain

**Vacancies:** Classified Professionals (2); Faculty BTCWI (1); Faculty PRIELT Designee (1); Counseling (1); Health Services Designee (2); Student (2).

**Guests:** Mardi Parelman, Wai-Ling Rubic

**A. Call to Order** – The meeting was called to order at 3:03pm.

**B. Approval of Agenda and Minutes**

- Add Mark Jackson under classified professionals; there are now 2 classified and 2 student vacancies; February 22<sup>nd</sup> meeting should be removed from the agenda as that is a holiday. Julia McMenamain made a motion to approve the agenda with these changes, with Eli Manalastas seconding. Manalastas made a motion to table the minutes of September 20 and to approve the minutes of October 4, seconded by Michael Odu. Abstentions made by Darren Hall, Mark Jackson, Amy Alsup and Daniel Miramontez.

**C. Committee Reports/ Other**

**D. Old Business:**

#	Item
1	Committee Membership (Manley) – Manley introduced Darren Hall and Mark Jackson and made a call for members in BTWCI, students, Classified Professionals, Counseling, and Mental Health.
2	Program Review and Outcomes Assessment Platform Discussion (Miramontez/Manley) – District-wide meeting occurred on October 13 <sup>th</sup> on possible vendors after Taskstream. Presentations from Canvas and elumen occurred during this meeting. Canvas showcased how they can store SLO information through their platform. elumen showcased their one system with different modules under that system that seamlessly speak to each other. Miramontez stated that it was a good opener, and the district seemed interested in having elumen back for further discussion as a possible platform. Cost wasn't discussed. A lot of colleges in California currently use elumen. Next district-wide meeting is November 10 <sup>th</sup> .
3	2021-2024 Program Review & Outcomes Plan draft approval (Miramontez/Manley) – Manley received more changes from the Deans. Manley will update instructions in the handbook to include a requirement for all programs to include <i>at least one</i> Program Goal that maps to Strategic Goal #5. A section was added in the program review template to speak to the collaboration efforts in the other areas. Templates are being updated in Watermark to fit the needs of Instructional Support, Student Services, and Administration Services. Brett will be reviewing two documents in BRDS to see how we can better link resource requests with different efforts happening on campus (e.g. closing equity gaps and supporting historically marginalized student populations). <b>A motion was made by Michel Odu to approve and carry forward the Program Review &amp; Outcomes Plan draft with the amended changes with Amy Alsup seconding, with no discussion or abstentions.</b>
4	2021-2024 Program Review & Outcomes Calendar (Manley) – Progress is being made on the outcomes calendar. Still awaiting dates from Student Services and Administrative Services. Meetings occurring in the future with the VP's in these areas.
5	Outcomes & Program Review Days (Manley) – Flyers have been sent out with 21 people registered.

	This workshop is currently for instruction at the moment but classified and other areas are invited to see how data is used and implemented into program review. Flex and or pay-scale advancement possible through this workshop.
--	--

**E. New Business:**

#	Item
1	Quality Program Review & Outcomes Assessment (Miramontez/Manley) – What is the common goal that all areas can work towards to? The nature of Taskstream system has the different areas working on their own with not a lot of collaboration involved. Mardi-Pareلمان expressed that we need more opportunities for departments to showcase how they are collaborating. Odu expressed his emphasis on a cross-functional operation where areas invite other areas and show how they are helping with their own program review. We are lacking in collaboration in the student services and administrative services people and Manley will work closely with them. Wai-Ling Rubic, shared how child development has paired with ASC tutoring in helping with the DI population. One of the focuses for the Planning Summit can be quality program review. Add Program Review handbook onto Taskstream.
2	Program Review & Outcomes website updates (Miramontez/Manley) – Manley shared that there are several webpages that are connected to Program Review. Manley willing to help administrators and deans in updating their webpages. Updating these areas will help campus personnel, address ACJCC concerns, and provide community information. Program review template will be updated to help instructional Deans to write their school program review.
3	Program Review resource request guides & Taskstream revisions (Miramontez/Manley) – People are inputting resource requests that don't need to be included in the BRDS requests. What changes can we make in Taskstream to guide people on what resources should be included in program review for BRDS. This is an on-going conversation between Manley and VP Bell on how to guide the campus on the processes in place and may need to be revised. VP Bell wants to emphasize we are on the same page in providing support to our faculty and staff who may not know where to find the answers to the questions they have. The Deans are valuable resources who have been trained in all these matters.

**F. Announcements**

- *Note: Can record announcements.*

**G. Adjourned**

- *Motion to adjourn Julia and seconded by Michael Odu at 4:16p with none-opposed.*

**H. Next Scheduled Meeting**

- *Monday, November 1, 2021 (3:00p-4:30p)*