

**Program Review and Outcomes Assessment Subcommittee
Minutes
San Diego Miramar College
May 2, 2022, Zoom, 3:00-4:30 pm**

Approved: May 16, 2022

Members Present:

Amy Alsup, Brett Bell, Mary Hart, Eli Manalastas (by Proxy), Patti Manley, Julia McMenamin, Daniel Miramontez, Michael Odu, Xi Zhang

Members Absent:

Adrian Gonzales, Darren Hall, Mark Jackson

Guests:

Gabi Mansfield, Mardi Parelman

Vacancies: Co-Chair; Classified Professionals (2); Faculty BTCWI (1); Counseling (1); Health Services Designee (1); Student (3)

I. Call to Order

The meeting was called to order by Co-Chair Patti Manley at 3:01 p.m.

II. Approval of Agenda

MSC (Zhang/Odu) to approve the agenda as submitted. (0-Nayes; 0-Abstentions)

III. Approval of Minutes – April 18, 2022

MSC (Miramontez/Alsup) to approve the minutes as presented. (0-Nayes; 0-Abstentions)

IV. Old Business:

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| A | <u>2021-2024 Program Review & Outcomes Guide</u> Patti Manley reported that the guide was distributed to subcommittee members. She asked when the guide should be released. Consensus was to release now and then again in the fall. |
| B | <u>Program Review and Outcomes Assessment Platform District Discussion</u> Daniel Miramontez reported that a demonstration on Nuventive will be held on May 5 th , which participants will be able to get hands-on experience with the software and its features. The sandbox will be open until May 10 th . Manley will attend to field any questions. |
| C | <u>Program Viability – Baccalaureate Degrees in Paralegal and Emergency Management</u> Michael Odu indicated each of the program workgroups are in the process of answering the questions as part of the proposals. Proposals are due to the State in early August. The workgroups would like to meet one more time before the semester is over to discuss next steps. Odu also mentioned that the groups are also discussing sustainability of the baccalaureate degrees. |
| D | <u>Instruction Program Review Resource Requests Reports (AV & ICS)</u> Manley informed everyone that Eli Manalastas is extracting the resource requests and she is reviewing the Audio Visual and Instructional Computing Services requests. She will be sending these to Kurt Hill, Glenn Magpuri, Daniel Miramontez, and Brett Bell. |

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| E | <u>Student Services Program Review</u> Manley attended a recent Student Services Leaders Meeting and is in discussions with Adrian Gonzales and Monica Demcho to analyze the information on the current Student Services program review form. A template for Taskstream will be developed for an August launch. Manley is also working on videos to explain and clarify outcomes and goals, and offering open Office Hours for the next three weeks. |
| F | <u>Proposed Quality Program Review Process (Feedback/Sharing)</u> Program Leads were sent a short survey to assess how supported they felt during the process, determine, which program review support services were used, and ask for any additional needs. Manley reported that aspirational and floor benchmarks were met for program analysis, closing out the 2021-2022 cycle, and opening the 2022-2023 cycle. |

V. New Business:

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| A | <u>Fall 2022 Meeting Format</u> Manley informed members that this committee is not part of Academic Senate; therefore, not subject to the Brown Act. However, the standing practice at Miramar is to follow Brown Act for meetings. Miramontez mentioned some meeting rooms are being prepped to offer hybrid modality (in person and online). Consensus was to keep meetings as online or hybrid for fall, unless informed otherwise. |

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

Fall Semester, 1st and 3rd Mondays

IX. Adjournment

MSC (Odu/Miramontez) to adjourn the meeting at 3:42 p.m.

Respectfully Submitted,
Carol Sampaga
Office of the Vice President of Instruction