

## Instructional Program Review and SLOAC Subcommittee

Co-Chairs: Paulette Hopkins and Julia McMenamin  
Monday, April 30, 2018, 3:15-4:30 p.m., Room M102

### AGENDA

**Voting Members:** Paulette Hopkins (Co-Chair, Instructional Admin), Lou Ascione (Instructional Admin), Wai-Ling Rubic (Faculty/BTCWI), Patricia Manley (Faculty/LA), John Salinsky (Faculty/PS), Alex Sanchez (Faculty-at-Large, MBEPS), Olga Fryszman (Faculty-at-Large/MBEPS), Julia McMenamin (Co-Chair and Faculty-at-Large/MBEPS)

**Resource:** Xi Zhang (Research and Planning Analyst); Eli Jed Manalastas (Administrative Technician to the Vice President of Instruction); Naomi Grisham (Outcomes and Assessment Coordinator)

*\*Strategic Goals; \*\*Accreditation Standards*

#### I. Call to Order

#### II. Approval of Agenda

#### III. Approval of Minutes

#### IV. New and Ongoing Business

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| A. Recommendations Regarding Program Review Related Tasks; Review Time Allotted to Complete Program Review Tasks (Murphy, McMenamin, Grisham, Committee).....  | 1-2; I-II.A |
| 1. Generating Excel Reports for BRDS in Taskstream   |             |
| 2. Uploading Data Packets in Taskstream  |             |
| 3. Creating Program Review Workspaces in Taskstream  |             |
| B. Post 2018-2021 Program Review Links in Taskstream and Program Review Report of Progress (McMenamin, Grisham).....   | 1-2; I-II.A |
| C. Curriculum Organization 2018-2019 (Committee) .....   | 1-3; II     |
| D. Update/Send New Email to Department Chairs (Committee) .....  | 1-3; II     |
| E. Implement Disaggregation Pilot Results – ACCJC Recommendation #2 (McMenamin). .....   | 1-2; I-II.A |
| F. Program Review Tasks for this Cycle (Committee) .....   | 1-2; I-II.A |
| G. Survey on Program Review and SLO Process – ACCJC Recommendation #3 (Committee) .....  | 1-3; I-II   |
| H. Discuss ISLO Survey Results/Discuss ISLO Survey Results with other Committees (Committee).....  | 1-3; II     |
| I. Discussion on ACCJC Recommendation #3: Evaluating Program Review Process<br>( <a href="http://www.sdmiramar.edu/institution/plan/review">http://www.sdmiramar.edu/institution/plan/review</a> ) ..... | 1-3; II     |
| J. Create new ISLO Survey for Spring 2019 (Committee).....   | 1-3; I-II   |
| K. Instructions for Deans for School Program Review due on August 1 (Committee) .....  | 1-3; I-II   |
| L. Instructions for faculty on how to assess courses and programs for Fall 2018 (Committee) .....  | 1-3; I-II   |
| M. Instructions/Workshops for Faculty on Program Review/BRDS due in October 2018 (Committee) ...   | 1-3; I-II   |

## Agenda for IPR/SLOAC Subcommittee Meeting (continued)

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- N. Instructions for Faculty on how to complete Program Review Update due April 19, 2019 including Status Report and Action Plan (Committee)..... **1-3; I-II**
- O. Update Program Review Website (Committee) ..... **1-3; I-II**
- P. Update and Upload Instructional Guides on Taskstream (Committee) ..... **1-3; I-II**
- Q. Discuss ACCJC Recommendation #1 and steps towards improvement (Committee) ..... **1-3; I-II**
- R. Discuss ACCJC Recommendation #4 and steps towards improvement (Committee) ..... **1-3; I-II**
- S. Discuss SER/QFE and items that pertain to IPR/SLOAC (Committee)..... **1-3; I-II**

### V. Adjournment

#### Dates for Faculty:

- April 20, 2018 – Due date for completing Program Review in Taskstream

#### Upcoming IPR/SLOAC Meetings:

- Apr. 30, 3:15-4:30, M102
- May 7, 3:15-4:30, M102
  - Review Calendar for Fall 2018
- May 21, 3:15-4:30, M102

#### Point People:

- BTCWI – Wai-Ling Rubic ([wrubic@sdccd.edu](mailto:wrubic@sdccd.edu))
- MBEPS - Alex Sanchez ([ajsanche@sdccd.edu](mailto:ajsanche@sdccd.edu))
- LA - Patti Manley ([pmanley@sdccd.edu](mailto:pmanley@sdccd.edu))
- Public Safety - John Salinsky ([jsalinsk@sdccd.edu](mailto:jsalinsk@sdccd.edu))

#### **\*San Diego Miramar College Fall 2013 – Spring 2019 Strategic Goals:**

1. Provide educational programs and services that are responsive to change and support student learning and success.
2. Deliver educational programs and services in formats and at locations that meet student needs.
3. Enhance the college experience for students and the community by providing student-centered programs, services, and activities that celebrate diversity and sustainable practices.
4. Develop, strengthen, and sustain beneficial partnerships with educational institutions, business and industry, and our community.

#### **\*\*ACCJC Accreditation Standards (Adopted June 2014)**

##### **I. Mission, Academic Quality and Instructional Effectiveness, and Integrity**

- I.A Mission
- I.B Assuring Academic Quality and Institutional Effectiveness
- I.C Institutional Integrity

##### **II. Student Learning Programs and Support Services**

- II.A Instructional Programs
- II.B Library and Learning Support Services
- II.C Student Support Services

##### **III. Resources**

- III.A Human Resources
- III.B Physical Resources
- III.C Technology Resources
- III.D Financial Resources

##### **IV. Leadership and Governance**

- IV.A Decision-Making Roles and Processes

IV.B Chief Executive Officer  
IV.C Governing Board  
IV.D Multi-College Districts or Systems.

**Accreditation Team Preliminary Recommendations:**

Recommendation #1: The College needs to engage administrative, instructional, and student services Divisions in program review to address how well program missions align with the college mission.

Recommendation #2: The College needs to analyze learning outcomes assessment results by the meaningful disaggregation of data by sub-populations of students, instructional tutorial delivery methods.

Recommendation #3: The College needs to develop a procedure for evaluating its program review process for student services, administrative services, and instructional services to ensure their effectiveness for supporting academic quality.

Recommendation #4: The College needs to identify and regularly assess learning outcomes for all courses.

**SER Action Projects and Action Plans:**

- A. QFE I: Action Plan 1. Evaluate efficiency of structures to manage college-wide learning outcomes and assessment work and coordination of efforts (connects to Recommendation #1 above).
- B. QFE I: Action Plan 2. Provide more robust support to faculty and staff through the PR/SLOAC Committees and additional workshops for improved development, implementation, analysis, and use of SLO assessment (aligns with Recommendation #4 above).
- C. QFE I: Action Plan 4. Investigate potential strategies for additional levels of SLO disaggregation to identify subgroups in need of improvement (aligns with Recommendation #2 above).
- D. QFE I: Action Plan 5. Improve communication strategy to efficiently share SLO assessment best practices, gaps identified through the assessment process, and successful strategies implemented to improve student learning (aligns with Recommendation #4 above).
- E. QFE I: Action Plan 6. Develop the ISLO assessment process to include direct and indirect measures of learning and identify foci for improvement (aligns with IVB above).
- F. QFE I: Action Plan 7. Collaborate with the District to optimize the process for extracting learning outcomes statements and information from TaskStream and for the regular upload of SLO statements into CurricUNET.
- G. QFE II: Action Plan 5. Evaluate efficiency and consistency of the BRDS annual resource allocation process and identify strategies for improvement.
- H. QFE II: Action Plan 8. Develop the College's research capabilities to provide program and service area-specific data disaggregated by relevant subpopulations.