INSTRUCTIONAL PROGRAM REVIEW AND SLOAC SUBCOMMITTEE
Co-Chairs: Paulette Hopkins and Julia McMenamin

Voting Members: Paulette Hopkins (Co-Chair, Instructional Admin), Fred Garces (Instructional Admin), Dan Willkie (Faculty/BTCWI), Patricia Manley (Faculty/LA), John Salinsky (Faculty/PS), Alex Sanchez (Faculty-at-Large, MBEPS), Laura Murphy (Faculty-at-Large/MBEPS); Julia McMenamin (Co-Chair and Faculty-at-Large/MBEPS), (Classified Staff, Instruction, Vacant)
Staff/Resource: Xi Zhang (Research and Planning Analyst); Katinea Todd (Staff, Instruction)

Approved 8/14/17

Minutes of May 15, 2017

Present: Paulette Hopkins, Fred Garces, Julia McMenamin, Dan Willkie, Patricia Manley, Alex Sanchez, John Salinsky, Laura Murphy, Katinea Todd

Guests: Gina Bochicchio, Wei-Ling Rubic, Cheryl Vallejo

Absent: Xi Zhang

The regular bi-monthly meeting of the Instructional Program Review and SLOAC Subcommittee was held on May 15, 2017. The meeting was called to order at 3:01 p.m. by Co-Chair Julia McMenamin, a quorum being present.

Agenda/Minutes. It was moved by Laura Murphy, seconded by Alex Sanchez, and unanimously carried to approve the meeting agenda. It was moved by Murphy, seconded by Patricia Manley, and carried to approve the meeting minutes of May 1, 2017, with Dan Willkie abstaining.

Extension of Meeting Time. The committee discussed whether its work load requires extending its meeting time from 1.5 hours to 2.0 hours. There have been ongoing discussions about separating the SLO aspect into a separate committee so that there would be only one program review committee across all divisions, and only one SLO committee across all divisions. That discussion will continue in fall 2017, and the question of extending the meeting time of this committee was postponed pending that discussion.

SLO Liaison/Department Chair Duties. Murphy said that the department chair release time has been increased by 50 percent to cover chairs' additional duties for certain types of compliances which include SLOs, accreditation, etc. If departments choose to divide that release time among one or more persons, Murphy will still consider the chair to be the point person for those matters unless she is advised otherwise.

Research Data Priorities. Murphy reviewed the Research data packet and how it's currently broken down, including student characteristics by each semester and by five-year trends, success and retention rates over five years, productivity rates broken down by discipline rather than by program, and awards conferred. The committee discussed whether the template is useful and/or timely, and whether to provide this information to departments and ask them to determine whether it's useful or not, and whether there are additional data sets which would be useful.

Murphy said that it could be sent out with the next program review to get input as people are actually doing their program review, but it would be nice if we could do something different for this next round in order to get this information across in a more effective way. She would like to see the research based on the program, and the committee discussed the difficulty in determining exactly what courses were required for each degree/certificate program because of all the possible course variables.

The committee discussed whether the research was timely enough so that it was available when it was needed, and several suggestions were made, including that a dashboard approach would be more useful so that people could just go in and find the information they need instead of having to request it from Research. Murphy suggested that the committee needs to realistically tackle what it needs in January/February for the next cycle, and Hopkins said that we need to make our needs known so that Research can change its template in time. Hopkins said the departments/programs may need to determine what research they need and use the research request form provided by the Research Committee.

Murphy will write up the committee's suggestions in draft form and send to McMenamin for editing, and then to be sent to the Research Committee to work on over the summer.

SLO Day. Murphy announced that SLO Day will be on Wednesday, August 16, 2017, 8:30 a.m. – 12:30 p.m. She, Hopkins, and McMenamin are having continuing meetings on this event and Hopkins encouraged the committee members to participate. Murphy will send instructions to the group and will present the information at the May 18th Chairs Council and Academic Affairs Committee meetings.

Curriculum Tech Review Committee. Murphy suggested that this committee have an opportunity to offer support to faculty in creating their SLOs when new courses are approved. The Articulation Officer gets courses as they are initiated in CurricUNET, then they go to the SLO Coordinator and into the system. Murphy and the Curriculum Committee Chair have discussed and recommend a process where SLOs would go from the Articulation Officer to Murphy, then to this committee to get set up in TaskStream and work with faculty to make sure they input SLOs, and then the courses will move through system.

District SLO Obligation Wish List. Murphy reported that based on the ACCJC accreditation team's preliminary feedback, it would like District to have more involvement or support function for SLOs. The colleges' faculty would like to create a wish list in fall 2017 of what faculty would like district to do or what kinds of support faculty could request. This is currently being developed in a collaborative way through the other two colleges to get a feel for how this could be done better. Murphy suggested that one way is to figure out a way for the upload of SLOs to be more effective, less cumbersome, and work better, etc., and she asked the committee for its input.

Adjournment. The remaining agenda items were postponed, and the meeting was adjourned at 4:30 p.m.

Katinea A. Todd