



Instructional Program Review and SLOAC Subcommittee

Co-Chairs: Paulette Hopkins and Julia McMenamin

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 Manalastas (Administrative Technician to the Vice President of Instruction)

Approved 3/5/2018

Minutes of February 5, 2018

Present: Paulette Hopkins, Lou Ascione, Julia McMenamin, Patricia Manley, John Salinsky, Olga Fryszman, Alex Sanchez

Guests: Linda Woods, Xi Zhang, Naomi Grisham, Eli Manalastas

Absent: Wai-Ling Rubic

The regular bi-monthly meeting of the Instructional Program Review and SLOAC subcommittee was held on February 5, 2018. The meeting was called to order at 3:05 P.M. by Chair Julia McMenamin, a quorum being present.

Agenda/Minutes. Moved by Olga Fryszman and seconded by John Salinsky to approve the agenda. It was moved by Lou Ascione and seconded by Olga Fryszman to approve the minutes of January 22, 2018.

Execute Strategies for Completion of Course and Program SLO Assessment Cycles (Committee). Paulette Hopkins wanted to applaud the committee on the hard work and effort being put into the completion of Course SLOs. The numbers that Naomi Grisham provided are evidence of the hard work as the college and schools are nearly at 100% completion. The committee reviewed any courses that were coded red and addressed the issue and status of each one. Most of the courses labeled red are being worked on by faculty and should change into a submitted status in the next report. Grisham will be removing some courses because they have not been offered in a long time despite some of them being offered in the future in Fall 2018. The result of this action should bring our percentage numbers up.

Clerical Access and Support for Taskstream (Committee). Julia McMenamin reported that VPA Brett Bell wants administrative access to Taskstream to run excel reports for BRDS. In addition, VPI would like clerical support staff to be given access to Taskstream for program review. The committee addressed the gaps due to the lack of Taskstream access for these two parties. Addressing the possibility of questions arising from Academic Affairs about data confidentiality, Xi Zhang mentioned those requesting access can sign a GPDS and GPDS FAQs form

protecting data sensitivity. The committee drafted two recommendations to bring to Academic Affairs about Taskstream access. It was motioned by Julia McMenemy to approve these recommendations in the committee to bring to Academic Affairs. John Salinsky was the first to motion, with Alex Sanchez seconding the motion.

- 1) We recommend Brett Bell be given access to Taskstream in order to run Excel reports for BRDS after signing GPDS and GPDS FAQs forms.
- 2) We recommend VPI clerical support staff be given access to Taskstream after signing GPDS and GPDS FAQs forms.

Taskstream for 2018-2021 Cycle: Deadlines for Each Semester (Committee). The committee needs to come up with deadline dates for future cycle (2018-2021). Discussion went on about what needs to be done by the April 20, 2018 program review deadline. Patti Manley has agreed to take on the project of creating concise instructions on what needs to be completed for the program review deadline (April 20).

Dean's Checklist for Program Review/SLOs (Grisham). Tabled.

Discuss ISLO Survey Results/Discuss ISLO Survey Results with other Committees (Committee) Tabled.

Discussion on ACCJC Recommendation #3: Evaluating Program Review Process
[\(<http://www.sdmiramar.edu/institution/plan/review>\)](http://www.sdmiramar.edu/institution/plan/review) Tabled.

Update from Academic Affairs and Next Steps: Disaggregation Pilot Results (McMenemy). Tabled.

Create new ISLO Survey for Spring 2019 (Committee). Tabled.

Train on Committee on Taskstream workspaces (Committee). Tabled.

Adjournment. The meeting was adjourned by Julia McMenemy at 4:30 P.M.

Eli Jed Manalastas