



## Instructional Program Review and SLOAC Subcommittee

Co-Chairs: Paulette Hopkins and Julia McMenamini

**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 McMenamini (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 3/19/2018

### Minutes of March 5, 2018

**Present:** Paulette Hopkins, Lou Ascione, Julia McMenamini, Patricia Manley, Olga Fryszman, Alex Sanchez, Wai-Ling Rubic

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

**Absent:** John Salinsky

The regular bi-monthly meeting of the Instructional Program Review and SLOAC subcommittee was held on March 5, 2018. The meeting was called to order at 3:16 P.M. by Chair Julia McMenamini, a quorum being present.

**Agenda/Minutes.** Moved by Alex Sanchez and seconded by Wai-Ling Rubic to approve the agenda. It was moved by Alex Sanchez and seconded by Lou Ascione to approve the minutes of February 5, 2018.

**PR Workshops for Faculty (Committee).** Status Reports need to be completed by March 23, 2018 and closed out for the 2015-2018 cycle. Faculty need to start on their 2018-2021 cycle by April 20<sup>th</sup>. Committee decided that on April 2<sup>nd</sup> and April 16<sup>th</sup> IPR/SLOAC meeting will be held in a computer lab to serve as a Program Review Workshop for faculty.

**Instructions/Checklist for Program Review due April 20/Two Page Instructions for Completing Program Review in Taskstream (Manley/Sanchez/Committee).** Patti Manley and Alex Sanchez came up with instructions for faculty to use to catch up with responsibilities in Taskstream in completing Program Review in Taskstream. Julia McMenamini mentioned that drafting instructions on how to start program review for 2018-2021 by April 20<sup>th</sup> is high priority. Committee addressed how the instructions of completing the content, benchmarks, program analysis need to be clear and concise so there is no confusion for faculty who follow these directions when they go into Taskstream. Xi Zhang will be conducting workshops and office hours upon request on data analysis for program review. April 2<sup>nd</sup> and April 16 will be Program Review workshops with the IPR/SLOAC committee.

**Program Review Benchmarks (Zhang)**. Tabled.

**Taskstream for 2018-2021 Cycle: Deadlines for Each Semester (Committee)**. Tabled.

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

**Email to department chairs (Committee)**. Tabled.

**Update from Academic Affairs: Clerical Access and Support for Taskstream (Committee)**. Tabled.

**Update from Academic Affairs/Senate: Disaggregation Pilot Results (McMenamin)**. 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>)** 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 McMenamin at 4:37 P.M.

*Eli Jed Manalastas*