



## 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 on 5/7/2018

### Minutes of April 30, 2018

**Present:** Paulette Hopkins, Julia McMenamin, Patricia Manley, Alex Sanchez, Wai-Ling Rubic, John Salinsky, Olga Fryszman, Lou Ascione, Naomi Grisham

**Guests:** Eli Manalastas, Jesse Lopez, Xi Zhang

**Absent:**

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The regular bi-monthly meeting of the Instructional Program Review and SLOAC subcommittee was held on April 30, 2018. The meeting was called to order at 3:16 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 Julia McMenamin with Olga seconding to approve the minutes of April 16, 2018 with Patti Manley, Alex Sanchez, and John Salinsky abstaining since they were working with faculty for open office hours during that time.

**Recommendation Regarding Program Review Related Tasks, Review Time Allotted to Complete Program Review Tasks (Murphy, McMenamin, Grisham, Committee).** Julia McMenamin shared with the committee the various files regarding the duties and hours devoted to the tasks of being co-chair of IPR/SLOAC subcommittee. IPR/SLOAC finding to bring to Academic Affairs: "IPR/SLOAC Co-Chair spends 8.14 hours per week on Program Review Tasks/Co-Chair". Alex first to make a motion with John Salinsky seconding and unanimously forwarded to take this finding to Academic Affairs. McMenamin recommended not reducing meetings to once per month in order to avoid last minute scrambling meeting ACCJC recommendations.

**Post 2018-2021 Program Review Links in Taskstream and Program Review Report of Progress (McMenamin, Grisham).** New cycle links need to be displayed on Taskstream. Naomi Grisham will run a program review status report; under the condition, Hopkins asks Duane Short and Mara Palma-Sanft to verify the program list.

**Curriculum Organization 2018-2019 (Committee).** Tabled.

**Update/Send New Email to Department Chairs (Committee) Implement Disaggregation Pilot Results – ACCJC Recommendation #2 (McMenamin)** Tabled.

**Program Review Tasks for this Cycle (Committee)** Tabled.

**Survey on Program Review and SLO Process – ACCJC Recommendation #3 (Committee)** Tabled.

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

**Discussion on ACCJC Recommendation #3: Evaluating Program Review Process(Committee)**. Tabled.

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

**Instructions for Deans for School Program Review due on August 1 (Committee)** Tabled.

**Instructions for faculty on how to assess courses and programs for Fall 2018 (Committee)** Tabled.

**Instructions/Workshops for Faculty on Program Review/BRDS due in October 2018 (Committee)** Tabled.

**Adjournment.** The meeting was adjourned by Julia McMenamin at 4:34 P.M.

*Eli Jed Manalastas*