



Instructional Program Review and SLOAC Subcommittee

Co-Chairs: Paulette Hopkins and Patricia Manley

Voting Members: Paulette Hopkins (Co-Chair, Instructional Admin), Patricia Manley (Co-Chair Faculty/LA), Lou Ascione (Instructional Admin), Wai-Ling Rubic (Faculty/BTCWI), John Salinsky (Faculty/PS), Cheryl Vallejo (Faculty-at-Large, MBEPS), Olga Fryszman (Faculty-at-Large/MBEPS); Julia McMenamain (Faculty-at-Large/MBEPS), Eli Manalastas (Classified Staff)

Resource: Xi Zhang (Research and Planning Analyst); Naomi Grisham (Outcomes and Assessment Coordinator)

Approved 12/3/2018

Minutes November 5, 2018

Present: Paulette Hopkins, Patricia Manley, Olga Fryszman, John Salinsky, Cheryl Vallejo,

Guests: Jesse Lopez

Absent: Julia McMenamain

The regular bi-monthly meeting of the Instructional Program Review and SLOAC subcommittee was held on November 5, 2018. The meeting was called to order at 3:06 P.M. by Co-Chair Patricia Manley, a quorum being present.

Agenda/Minutes. Moved by Olga Fryszman and seconded by John Salinsky to approve the agenda. The previous meetings draft minutes were moved by John Salinsky with Olga Fryszman seconding to approve the minutes of October 15, 2018.

Instructions for faculty on how to assess courses and programs for Fall 2018 (Grisham/Manley). Kevin Petti was the only faculty member that attended the FLEX event. On November 15th, solicit some feedback from Academic Affairs on when is the best time to have another workshop. John Salinsky states that this lack of attendance is nothing new. Suggestion is if Naomi can do roadshows and bring this information to the department meetings.

ISLO Survey (Zhang). Tabled.

Instructional Guide on Taskstream for Program Review Update (Fryszman/Vallejo). Olga Fryszman has an editable version of the instructions from Laura Murphy. Incorporating the screenshots in the instructions seems to be the most time consuming piece. Dean Jesse Lopez stated that as a new user, the amount of information contained in 18 pages is intimidating. Camtasia video needs to be uploaded onto Taskstream. It was decided to take out the screenshots and this file would complement the video. Naomi will be asked to create a video for directions on SLOs. The guide to Writing to SLOs for Programs needs to be broken down into two files due to the

length.

Review Committee Composition, Goals, and Procedures Academic Affairs Update (Manley/Hopkins). 1st reading done in the last Academic Affairs, and on November 15th a second reading will be done and a vote will be made.

Survey Program Review and SLO Process – ACCJC Recommendation #3 (Zhang). Feedback has been incorporated from the last meeting on the program review survey. Zhang thoroughly went through each question with the committee. The survey will be ready by the Academic Affairs meeting if there is no additional feedback for the research department. Manley will present this information at Academic Affairs. The survey will be launched on November 15th and kept open for three weeks until December 6th. The results will be discussed in January. Finalized version will be sent to the group by Research Department.

Revisit Disaggregation Plan – ACCJC Recommendation #2. Naomi Grisham stated that based on the recommendation they want to systematically map and integrate map and integrate demographic characteristics into various SLOs. The measurement of modality has to be incorporating demography characteristics into the SLOs. How do we measure that? She said that this recommendation would be easier to execute in student services. Manley said that this would be difficult to do in the instruction side. Other colleges are moving to individual portfolios as a way to address this recommendation. Students will have their own portfolio and file all their coursework, Grisham states. Zhang thinks we need to revisit the pilot data and examine what observations were made from the data. Zhang will bring back the data and look it together as a group. Grisham will discuss with Miramontez on what needs to be addressed in the recommendations.

Motion made by Cheryl Vallejo and seconded by John Salinsky to adjourn the meeting at 4:30.

Eli Jed Manalastas