



## 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 on 1/14/2019

### Minutes December 3, 2018

**Present:** Paulette Hopkins, Patricia Manley, Lou Ascione, Wai-Ling Rubic, Olga Fryszman, John Salinsky, Cheryl Vallejo, Naomi Grisham, Xi Zhang

**Guests:** Jesse Lopez, Cheng Ma

**Absent:** Julia McMenamain

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The regular bi-monthly meeting of the Instructional Program Review and SLOAC subcommittee was held on December 3, 2018. The meeting was called to order at 3:03 P.M. by Co-Chair Patricia Manley, a quorum being present.

**Agenda/Minutes.** Moved by John Salinsky and seconded by Olga Fryszman to approve the agenda. The previous meetings draft minutes were moved by Lou Ascione with John Salinsky seconding to approve the minutes of November 5, 2018.

**January 14<sup>th</sup> Meeting and FLEX (Grisham/Manley).** IPR/SLOAC meeting will still take place on Monday, January 14<sup>th</sup> and a FLEX event called Toolbox for Programmatic Improvement will be held on Tuesday, January 22<sup>nd</sup>.

**Spring 2019 Calendar (Hopkins/Manley).** April 1<sup>st</sup> meeting will be shared to the campus as an open office style meeting for anyone that needs help with program review before the April 19 deadline. Meeting to carry forward if there is no interest for open office hours.

**Instructions for faculty on how to assess courses and programs for Fall 2018 (Grisham/Manley).** Academic Affairs committee suggested if Naomi Grisham can attend various department meetings. Videos instead of written instructions would be more efficient or a PPT with a voiceover for navigating through Taskstream were suggested. The committee will wait for the survey results to help make a decision.

**ISLO Survey (Zhang/Grisham).** Naomi Grisham stated that we incorporate questions covering ISLOs into the graduation survey or we map our SLOs to ISLOs. A graduation survey will be administered to students who will confer in Spring 2019. Grisham to bring this information piece to the other two groups.

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

**Instructional Guided on Taskstream for Program Review Update (Fryszman/Vallejo).** The committee will wait for survey feedback and will update the instructional guide with the new screenshots from Taskstream. Office of Instruction staff will be able to support with this project.

**Review Committee Composition, Goals, and Procedures approved by Academic Affairs, Next Steps (Manley/Hopkins).** Manley reported that Academic Affairs approved the procedure changes of IPR/SLOAC. These changes will be brought forward at the next CGC meeting on December 11<sup>th</sup>.

**Revisit Disaggregation Plan – ACCJC Recommendation #2 (Grisham/Zhang).** Zhang stated we look at the pilot and achievement data to determine the trends with modality disaggregation. However, our sample size is too small to draw this conclusion. Courses should be sampled further that offer a variety of modalities to determine differences in learning. Achievement data will be analyzed to sample courses, clean their SLOs, and generate scores to determine trends. Office of Instruction staff will assist research department.

**Create Instructions for Faculty on how to complete Program Review Update due April 2019 (Manley).** Tabled.

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

*Eli Jed Manalastas*