



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 McMenemy (Faculty-at-Large/MBEPS), Eli Manalastas (Classified Staff)

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

Approved on 2/4/2019

Minutes January 14, 2019

Present: Paulette Hopkins, Patricia Manley, Lou Ascione, Wai-Ling Rubic, John Salinsky, Naomi Grisham, Xi Zhang, Julia McMenemy

Guests: Jesse Lopez

Absent: Cheryl Vallejo, Olga Fryszman

The regular bi-monthly meeting of the Instructional Program Review and SLOAC subcommittee was held on January 14, 2019. The meeting was called to order at 3:03 P.M. by Co-Chair Patricia Manley, a quorum being present.

Agenda/Minutes. Moved by Lou Ascione and seconded by John Salinsky to approve the agenda. The previous meetings draft minutes were moved by John Salinsky with Eli Manalastas seconding to approve the minutes of November 5, 2018 with Julia McMenemy abstaining.

January 22nd Meeting and FLEX Preview – Best Practices Tool Box for Programmatic Improvement

(Grisham/Manley). Naomi Grisham reported on the time change for Best Practices Tool Box FLEX. New time is 2:30-4:00 P.M.

Review Spring 2019 Calendar (Hopkins/Manley). The committee was reminded that office hours will be held on April 1st and April 29th because of program review. John Salinsky will try to find a proxy for future meetings.

Instructions for faculty on how to assess courses and programs for Fall 2018 (Grisham/Manley). PPT presentation development will be placed on hold until program review survey results are discussed. Naomi Grisham is invited to speak at each instructional school meeting to discuss assessing courses and programs.

ISLO Survey Update – Graduation Survey/Alumni Update Spring 2019 (Zhang/Grisham). Tabled.

Survey Program Review and SLO Process Feedback – ACCJC Recommendation #3 (Zhang). Xi Zhang discussed the survey results with the committee. She highlighted the results from the experience of program review, the process, the improvement measures, and some of the reasons faculty have not participated in program review. An emphasis on people still needing help understanding the process of completing of program review was discussed.

Instructional Guide on Taskstream for Program Review Update (Fryszman/Vallejo/Manalastas). Manley reported that Olga Fryszman would no longer serve on the committee. Nothing new has been received from Fryszman and Vallejo with the instructional guide other than the new screenshots they had sent from months ago. During the next meeting, the committee will review the instructional guide on Taskstream.

Committee Composition, Goals and Procedures approved by Academic Affairs, Next Steps – Update (Manley/Hopkins). Manley reported that she attended the December 11th CGC committee meeting and they approved the recommendations from the IPR/SLOAC committee. Recommendation will be brought forth to the other constituencies.

Revisit Disaggregation Plan – ACCJC Recommendation #2 (Grisham/Zhang). Nothing to report from Grisham. Julia McMenamin was updated on the status of the disaggregation plan. Manalastas to provide a list of courses that are online and have face-to-face counterpart.

Create Instructions for Faculty on how to complete Program Review Update due April 19, 2019 (Manley). Manley stated that she will not complete the Camtasia on completing program review until the survey results are discussed. Manalastas to send “Suggested Instructions for Completing Program Review in Taskstream” file to Manley and then to the committee prior to the next meeting.

Motion made by Ascione and seconded by Wai-Ling Rubic to adjourn the meeting at 12:31 P.M.

Eli Jed Manalastas