



## 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), *Vacant* (Faculty-at-Large/); Julia McMenemy (Faculty-at-Large/MBEPS), Eli Manalastas (Classified Staff)

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

Approved March 4, 2019

### Minutes February 4, 2019

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

**Guests:** Jesse Lopez

**Absent:** John Salinsky, Julia McMenemy

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The regular bi-monthly meeting of the Instructional Program Review and SLOAC subcommittee was held on February 4, 2019. The meeting was called to order at 3:08 P.M. by Co-Chair Patricia Manley, a quorum being present.

**Agenda/Minutes.** Moved by Wai-Ling Rubic and seconded by Cheryl Vallejo to approve the agenda. The previous meetings draft minutes were moved by Lou Ascione with Olga Fryszman seconding to approve the minutes of January 14, 2019 with Julia McMenemy abstaining.

**Program Review Survey Feedback (Zhang).** Xi Zhang created and displayed rubric to help people assess program review. She described the three levels of completion (not met, partially, or full) for each rubric requirement. The executive summary requirement will be labeled as optional to be completed. Dean Jesse Lopez stated there has to be a shift in thinking that Taskstream is a place to store your final report. Zhang will share the worksheets for guiding program review with the committee to share with the faculty.

**SLO Symposium January 25<sup>th</sup> Feedback. (Manley/Grisham).** Positive experience was reported from Patricia Manley and Naomi Grisham who attended the SLO Symposium. Some quick takeaways are to use Google forms for gathering SLO data. Grisham shared she learned how to encourage people in learning about outcomes assessment and its relation to program review.

**January 22<sup>nd</sup> Meeting and FLEX Preview – Best Practices Tool Box for Programmatic Improvement update.** Manley and Grisham gave praise to Rubic on her presentation for January 22<sup>nd</sup> FLEX meeting. Most of the attendees are faculty who want to learn how to assess their courses.

**Instructions for faculty on how to assess courses and programs for Fall 2018 (Grisham/Manley).** Grisham reported on introducing the new website at the schools.

**Survey Program Review and SLO Process Feedback – ACCJC Recommendation #3 (Zhang).** Nothing to report as the results from program review survey was shared on January 14, 2019.

**Instructional Guide on Taskstream for Program Review Update (Fryszman/Vallejo/Manalastas).** Email the 2018-2019 Program Review update instructions to committee.

**Committee Composition, Goals and Procedures approved by Academic Affairs, Next Steps – Update (Manley/Hopkins).** Will be going to the next CEC meeting.

**Revisit Disaggregation Plan – ACCJC Recommendation #2 (Grisham/Zhang).** The distance Ed and face-to-face data analysis was shared to determine what courses are feasible for studying in the pilot study. Which of these courses are assessing SLOs, are being taught by more than one instructor, and are they willing to be partake in the pilot study? Deans will provide feedback upon reviewing this list and share any programs that want to partake in the pilot study.

**Create Instructions for Faculty on how to complete Program Review Update due April 19, 2019 (Manley).** Nothing to report.

Motion made by Ascione and seconded by Wai-Ling Rubic to adjourn the meeting at 4:18 P.M.

*Eli Jed Manalastas*