



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

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

Approved 3/18/2019

Minutes March 4, 2019

Present: Paulette Hopkins, Patricia Manley, Wai-Ling Rubic, Naomi Grisham, Xi Zhang, Cheryl Vallejo, Julia McMEnamin, Jesse Lopez

Guests: Linda Woods

Absent: John Salinsky, Lou Ascione (Sent Jesse Lopez as Proxy)

The regular bi-monthly meeting of the Instructional Program Review and SLOAC subcommittee was held on March 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 Jesse Lopez and seconded by Wai-Ling Rubic to approve the agenda. The previous meetings draft minutes were moved by Cheryl Vallejo with Jesse Lopez seconding to approve the minutes of March 4, 2019 with Julia McMEnamin abstaining.

Watermark Demo Review (Manley/Grisham). Patricia Manley, Naomi Grisham, and Paulette Hopkins attended the most recent Watermark Demo held on campus. A basic demo of Watermark was shared with those that attended. Hopkins reminded everyone that our campus is still under contract with Watermark for 3 years. There will be no changes to the current version of Watermark our campus is using for the next years under contract.

College Wide Outcomes and Assessment Facilitator Recruitment (Manley/Hopkins). Committee discussed what the outcomes and assessment facilitator responsibilities could include in the future and the challenges that comes along with it. The purpose of this discussion is to alleviate the potential workload that would fall upon the faculty co-chair, who already does not get release time. Where the responsibilities of program review fall under? Would it be under one person (outcomes and assessment coordinator), who would work with the other program review committees? Alternatively, would it be shared with three people who oversee those three committees? Another idea was the possibility of student services and IPR/SLOAC committees meet together and share ideas and experiences. In conclusion, the committee believes there needs to be some connection for program review in the

instruction side. There is consensus that a change needs to occur, but that change is not fully defined. This will continue to be discussed in future meetings.

Program Review Survey Feedback and Requested Rubric (Committee). The committee discussed the rubric to assess program review and provided more feedback to Xi Zhang. The executive summary section is to be labeled as optional. Manley suggested for everyone to edit their rubric and send to Zhang and she will aggregate the feedback. A deadline of April has been set to complete this task.

Committee Composition, Goals and Procedures approved by Academic Affairs, Next Steps – Update (Manley/Hopkins). Manley reported that there recommendations are still moving through college governance and that there is no clear answer on the status of committee goals and procedures wording change approval.

Revisit Disaggregation Plan – ACCJC Recommendation #2 (Manley/Grisham). Manley shared that she discussed the disaggregation plan at the most recent department chairs and academic affairs meeting. She will send a list to the department chairs of courses that can be used in the second round of pilot study.

Create Instructions for Faculty on how to complete Program Review Update due April 19, 2019 (Manley). Manley shared with the committee a simplified version of program review instructions. The committee provided feedback on making some minor changes. Overall, the new version of instructions was well received by the committee and will be sent out to different campus DLs.

Motion made by Rubic and seconded by Lopez to adjourn the meeting at 4:26 P.M.

Eli Jed Manalastas