



Instructional Program Review and SLOAC Subcommittee

Co-Chairs: Jesse Lopez and Patricia Manley

Voting Members: Jesse Lopez (Co-Chair, Instructional Admin), Patricia Manley (Co-Chair Faculty/LA), Lou Ascione (Instructional Admin), Wai-Ling Rubic (Faculty/BTCWI), *Vacant* (Faculty/PS), Anne Gloag (Faculty/MBEPS), *Vacant* (Faculty-at-Large); Julia McMEnamin (Faculty-at-Large/MBEPS), Eli Manalastas (Classified Staff)

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

[Approved on 10/19/2020](#)

Minutes October 5, 2020

Present: Patti Manley, Jesse Lopez, Eli Manalastas, Julia McMEnamin, Wai-Ling Rubic, Anne Gloag

Guests: Xi Xhang, Daniel Miramontez

Absent: Lou Ascione

The regular bi-monthly meeting of the Instructional Program Review and SLOAC subcommittee was held on October 5, 2020. The meeting was called to order at 3:03 P.M. by Co-Chair Patricia Manley, a quorum being present.

Agenda/Minutes. Moved by **Anne Gloag** and seconded by **Julia McMEnamin** to approve the agenda with all in favor and no abstentions. Moved by **Eli Manalastas** with **Gloag** seconding to approve the minutes of September 21, 2020 with all in favor and no abstentions.

Update on Outcomes Assessment Coordinator Position. Miramontez stated there were zero applications. The committee reviewed the existing job description and opened it up for dialogue to the position. The committee feel a need to evolve to include program review. **Manley** stated that outcomes have been addressed and we have made significant progress in the instructional side. Faculty have been inquiring about how to do a quality program review and want more focus on that. The committee can only speak from the instructional side and don't know the needs for the administrative and student services group. Both outcomes and program review are important but it seems we are only addressing half of the solution. **Miramontez** acknowledged the committee's feedback and stated the constraints. He thinks it's time to re-write it in a way to focus heavily on the program review quality and removing existing tasks that are routinely clerical while increasing re-assign time. Bullet points will be provided focusing on program review from the committee. In addition, faculty will be surveyed on what they want addressed in program review. Miramontez will review and take it to the other areas.

Program Review Coordinator Position. Discussed earlier with Miramontez and committee.

Program Review Survey. Manley hasn't been able to send sample questions. She will be on the academic affairs agenda on October 15th. Xi Zhang shared that she has worked with program leads in completing program review. All program leads felt there was no support, too many barriers, and where to get the data. A 5-week data coaching training program can help with these issues if the college can support it.

Canvas and SLOs. Manley is still recommending to faculty to add their SLOs into canvas to help with assessment data.

SLO Disaggregation courses. A poll has been sent to participants to determine the dates to zoom together and discuss their results. Another SLO disaggregation project hasn't been discussed or determined if necessary.

Committee Recruitment (PS, Faculty At Large Positions). We still need to reach out to the school of Public Safety and find other faculty at large positions.

Motion made by **Rubic** and seconded by **Gloag** to adjourn the meeting at 4:21 P.M.

Eli Jed Manalastas