



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 10/5/2020

Minutes September 21, 2020

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

Guests: Gail Warner, Linda Woods, Xi Zhang

Absent:

The regular bi-monthly meeting of the Instructional Program Review and SLOAC subcommittee was held on September 21, 2020. The meeting was called to order at 3:02 P.M. by Co-Chair Patricia Manley, a quorum being present.

Agenda/Minutes. Moved by **Lou Ascione** and seconded by **Anne Gloag** to approve the agenda with all in favor and no abstentions. Moved by **Eli Manalastas** with Ascione seconding to approve the minutes of August 31, 2020 with all in favor and no abstentions.

BRDS Report. Manalastas shared that he sent the BRDS reports to all instructional deans on the morning of September 21st. He ran the report on Friday, September 18th.

Program Review Survey. Xi Zhang shared the program review survey tool. Updating perception-based questions was discussed. Because this is an old survey, we need to shift or update our focus. Due to the low response rate, maybe we administer the survey at academic affairs or chairs meeting. Zhang states that there are techniques to collect qualitative data like focus groups or nominal work. Manley and Zhang will continue to work together to improve or make a different survey about program review.

Program Review Coordinator Position. Manley had conversations with AS President regarding this position. She suggested going to academic affairs to see if there is support for having a program review coordinator position for our campus. How would this position fit into our bigger scheme? Manley reported her feedback from AA and

shared the committee's support for this position. They want to do a quality program review but they need someone to guide that process. How are other campuses utilizing this position and what are their responsibilities? What does the committee think about proposing a program review coordinator position? In the next meeting, Manley will bring some information on how other institutions operate. This also may be a time we can look into modifying the job description of the outcomes assessment position if we don't get a program review position. **Wai-Ling Rubic** motioned with **Julia McMenam** seconding the support of exploring the program review coordinator position with all in favor and no objections. Manley will now go to the other divisions and gather if they are also in support of a coordinator position. There is agreement in that for instruction there is a need for help in program review.

Accreditation Team Preliminary Recommendation Review. Manley discussed with the committee each recommendation and if we are meeting them.

- Recommendation #1: Dean Lopez shared that in his school they are always aiming to align their programs mission with the college. Zhang stated that the rubric guides an alignment to the college mission but is only for instructional program review.
- Recommendation #2: We've done two disaggregation study. Manley will follow up with the latest participants in applying changes from the latest students. We only have studied two sub populations: online and face to face students.
- Recommendation #3: The rubric is the first step to have some guidelines on program review. Ascione and Lopez agree that there are some level of evaluating of program review happening at the school level.
- Recommendation #4: Manley states that the college does this already via Taskstream and annual reports. McMenam stated maybe there are more action plans we can do to solidify these recommendations after the mid-term report comes out.

Updates from SLO Coordinator. Nothing to report.

SLO Coordinator Position. Nothing to report.

2021-2024 New Program Cycle and Taskstream. This will be open on December 1st.

Program Review /SLO Reporting Deadlines. Our deadline for program review is April 16th. Manley will send out the six-semester calendar as a guide. She will keep reminding faculty to get their SLOs assessed this semester.

Canvas and SLOs. No progress on this agenda item.

SLO Disaggregation courses. (Manley). Already discussed in previous item.

Committee Recruitment (PS, Faculty At Large Positions). Emphasis on filling PS and Faculty at large positions.

Motion made by **Mcmenamin** and seconded by **Ascione** to adjourn the meeting at 4:14 P.M.

Eli Jed Manalastas