



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

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

[Approved on 11/2/2020](#)

Minutes October 19, 2020

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

Guests: Laura Murphy, Xi Zhang, Gail Warner, Daniel Miramontez, Linda Woods

Absent:

The regular bi-monthly meeting of the Instructional Program Review and SLOAC subcommittee was held on October 19, 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 **Julia McMnamin** to approve the agenda and adjustments with all in favor and no abstentions. Moved by **Anne Gloag** with McMnamin seconding to approve the minutes of October 5, 2020 with all in favor and with **Ascione** abstaining.

Outcomes & Program Review Coordinator Positions Discussion. Manley explained in bullet points the outcomes and program review coordinator position document. Ascione suggested to consolidate some of these bullet points and is happy to help. Laura Murphy stated that this person would have to be the lead in institutional effectiveness, which brings change in their individual programs. She thinks this should be taken up by two positions. Miramontez stated this person should be leading the dialogue in the program review process and should be primary in this position and start moving beyond the technical duties. Murphy expressed her concern of administration having access to certain data within Taskstream. Manley assured the committee that she works closely with the research department that certain parts of data are excluded in SLOs. A poll showed from Academic Affairs that faculty want some type of assistance with program review, but funding can be an issue. Lopez states that this description is not the final draft and will be sent out. Can the technical duties be proposed for removal to Academic Senate? Any recommendation can be moved forward at any point but it has to be clear. McMnamin would be hesitant to remove any bullet points from this job description. Xi Zhang stated that

assessing the quality of program review requires a lot of work and time for this position. Doing SLO work and Program review in instructional side vs. student services side are very different. Manley suggested taking it back for feedback or revision to different people. Lopez stated we as committee need to gather and agree on the priorities this position must have.

Rubric. Murphy stated that if the college requiring the rubric to be an evaluating component then it would have to go through Academic Senate. Currently, the rubric is a resource tool and is not being used to assess anyone's program review.

Program Review Survey. Manley shared the results from the poll she administered regarding program review at academic affairs. We need to continue the conversation of having a program review coordinator. Zhang shared some questions with the committee and inquired if they should be included in the survey. Lopez thinks it's a good idea to provide a detailed survey after the academic affairs poll. The survey questions will be shared.

Canvas and SLOs. Per Dean Brian Weston of Online Learning Pathways outcomes cannot automatically be uploaded into Canvas at this time. This would have to be done manually by each instructor.

SLO Disaggregation courses. (Manley). No updates.

Committee Recruitment (PS, Faculty At Large Positions). Still need positions. Dean Warner mentioned she has someone in mind and will know by Thursday. Murphy shared the feedback from CGC and it states: the faculty list is robust and allowed for equity and participation. If there are issues with workload, this item can be addressed after the first-year assessment. Filling each school with someone is very important.

Motion made by **Wai-Ling** and seconded by **Manalastas** to adjourn the meeting at 4:10 P.M.

Eli Jed Manalastas