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San Diego Miramar College
Instructional Program Review and SLOAC Subcommittee

Meeting Minutes

September 13, 2011 - 4:00 pm – 5:30 pm
M-202

Present: L. Ascione, R. Barnes, L. Hahn, B. Haidar, M. Hertica, P. Hopkins, R. Monroe, L. Ornelas, J. Salinsky, S. Schwarz, D. Short

1) Call to order

   Called to order at 4:09pm

2) Approval of agenda

   Agenda approved with changes

3) Approval of minutes from May 10, 2011 meeting

   Approval of the minutes was deferred

4) Program Review Business

   a. 2011-12 program review cycle status

   D. Short reported that the district Instructional Research and Planning office will be holding a webinar on the use of program review data sets. He will email the committee members, chairs, and deans information about the webinar when available.

   The deans agreed to check on the progress of the program review reports. Once they are complete and accepted by the chairs and deans, the deans will email the reports to D. Short, who will then distribute the signature page. The completed signature page will be scanned and appended to the report. The complete report will then be uploaded to the G drive.

   P. Hopkins reported that the faculty in her school will provide a short presentation on each program review at a school meeting, including program evaluation and goals.

   The committee discussed the timing of the program review reports and the Deans agreed to 10/18 as the requests for funding due date to BRDS.

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    b. Committee review and assistance with reports

D. Short initiated a discussion about the committee's role in reviewing and providing assistance with the program review reports. He distributed a rubric that had been used in the past to certify that the reports are clear, accurate, and complete. He also stated that committee review processes were in place at other colleges to assist faculty in the review of their programs.

The committee discussion raised a variety of issues surrounding this idea, including:

- The need for a simplified process
- The fact that the chair and dean already screen reports for these items, as evidenced by their signature
- The additional time and workload to review the reports
- The need for evaluation of evidence to support program requests
- The need for campus-wide involvement in development of annual goals
- The fact that a new process has been established to synthesize program review goals and objectives into school goals.
- The perceived lack of faculty expertise in reviewing other programs
- The potential undermining of deans' authority if the committee does its own review of the reports
- The difference between internal and external faculty dialogue

The committee agreed to consider the issues and points of view expressed during the discussion and to vote on whether or not to have a committee review process at the next meeting.

5) SLOAC Business

    a. SLOAC Status

B. Haidar shared with the committee a summary and analysis of the status of SLOAC at Miramar, which she had already presented to department chairs on Aug. 17, 2011. The summary included:

- Course SLOAC SWOT Analysis
- Update on course SLOs, SLOJet entries
- SLOs versus COR and alignment with course schedule
- SLO assessment versus course grade
- Faculty SLO responsibilities
- Brief update on our Timeline to Proficiency by 2012 SLO action plan to meet ACCJC expectations.

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The committee discussed various points in the presentation. B. Haidar agreed to provide copies of the presentation on request.

6) Other Business

a. Program review role in college planning process

The committee agreed to defer this item until the next meeting.

6) Roundtable / Announcements

D. Short thanked R. Monroe for chairing the committee last year and also thanked the committee members for continuing their service this year.

R. Monroe volunteered to take minutes for the committee.

The next meeting is scheduled for Tuesday, 9/27 at 4:00. The following items are planned for the agenda:

- Review of committee governance document
- Vote on committee review and assistance with program review reports
- Status of the program review cycle
- Initial evaluation of 2011-12 cycle and development of 2012-13 cycle.

7) Adjournment

The meeting was adjourned at 5:24pm.