APPROVED

San Diego Miramar College
Instructional Program Review and SLOAC Subcommittee
Meeting Minutes
Monday, September 17, 2012, 3:00-4:30
L-108

Present: L. Ascione, J. Buckley, L. Hahn, M. Hertica, P. Hopkins, L. Ornelas, D. Short

1) Call to order – 3:30pm
2) Approval of agenda – approved by consensus
3) <u>New Business</u>
   a) <u>Committee membership</u>

   D. Short listed the people currently filling positions on the committee. He indicated that the committee was still missing one faculty representative and that the two voting administrator members had yet to be determined.

   b) <u>SLOAC Report to ACCJC</u>

   D. Short reported to the committee that a draft of the SLOAC Report to ACCJC was due to the district office over the summer. Because the SLOAC Facilitator position was vacant at the time the report was being prepared, D. Short provided input on the narrative portion of the report in his role as PR/SLOAC Subcommittee Chair. All narrative provided was taken from reports that were previously approved through the college participatory governance process. J. Buckley indicated that he condensed some of the verbiage because of the wording limitation for the report.

   D. Short asked committee members for input on the content of the report. No members had any changes to recommend and several commented that the narrative portion seemed appropriate. Two members asked about the numerical portion; J. Buckley indicated that portion of the report was still being updated but that the percentages were significantly higher than in the original draft.

   c) <u>2012-13 PR cycle progress</u>

   D. Short asked for feedback on the 2012-13 program review cycle. The following comments were made:

   - The SLOAC data in some of the reports are not correct and also does not match what is present in SLOJet.
   - The report is too complicated and difficult to complete.
   - There is some confusion over which courses need to be assessed (i.e. generic courses such as 277Ds).

   Committee members also commented on the process to update SLOs in SLOJet. It was agreed that old SLOs should not be deleted from the system because that results in all

records related to that SLO (such as assessment and analysis records) to be deleted as well.

4) Old Business

   a) 2013-14 program review guidelines

   The committee reviewed and discussed each of the "principles" listed on the draft 2013-14 Program Review Guidelines document. Committee members agreed to delete some of the "principles" and to consolidate others. D. Short agreed to bring a revised draft to the next meeting.

5) Information Items

   a) Committee governance page

   D. Short reported that the proposed changes to the committee's governance page were approved at the end of last semester.

6) Roundtable / Announcements

   a) Next meeting Monday, October 1, 3:00-4:30

7) Adjournment – 4:27pm.