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San Diego Miramar College
Instructional Program Review and SLOAC Subcommittee
Meeting Minutes
Monday, October 1, 2012, 3:00-4:30
L-108

Present: J. Buckley, L. Hahn, P. Hopkins, D. Miramontez, L. Ornelas, J. Salinsky, S. Schwarz,
D. Short

- 1) Call to order – 3:24pm
- 2) Approval of agenda – approved by consensus
- 3) Approval of minutes from last meeting – approved by consensus
- 4) New Business
 - a) 2013-14 List of Programs

D. Short reviewed the draft list of programs for 2013-14 that is included as an appendix in the program review reports. He explained that the list had been modified this year to include all certificates of performance as well as associate degrees and certificates of achievement. The list will be shared with the District Instructional Services office to update Curricunet. He asked committee members to report any changes occurring this year.
- 5) Old Business
 - a) 2013-14 program review guidelines

D. Short presented the revised draft of the program review “principles” document that was discussed at the last meeting. The committee reviewed the consolidated principles. One change pertaining to college support of the program review process (through author training or other means) was proposed and accepted. After discussion the committee voted to approve the “principles” with the change.

The committee also reviewed the “report organization” portion of the document. The committee agreed to an overall organization of four sections titled Assessment – Prior Year Outcomes – Analysis - Actions. Several modifications were proposed to the details in each section. D. Short agreed to incorporate the proposed modifications and to present the revised item at a future meeting.
- 6) 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 but that an updated governance handbook had not been published yet.

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- 7) Roundtable / Announcements
 - a) Next meeting Monday, October 22, 3:00-4:30
- 8) Adjournment – 4:30pm.