

APPROVED

San Diego Miramar College

Instructional Program Review and SLOAC Subcommittee

Meeting Minutes

Monday, October 22, 2012, 3:00-4:30

L-108

Present: L. Hahn, M. Hertica, P. Hopkins, D. Miramontez, L. Murphy, L. Ornelas, J. Salinsky, S. Schwarz, D. Short, B. Stephens, D. Willkie

1) Call to order – 3:07pm

New members were introduced and welcomed to the committee.

2) Approval of agenda – approved by consensus. M. Hertica requested that documents be sent out in .doc format (instead of .docx format).

3) Approval of minutes from last meeting – approved by consensus

4) New Business - none

5) Old Business

a) 2012-13 program review status

D. Short asked committee members for an update on the status of the 2012-13 program reviews. The deans indicated that almost all reports had been submitted on time. A question was posed about the date that the reports are due from the deans to the VPI. The committee confirmed that the due date is November 12th as per the approved report and process. Members of the committee indicated that this date may not be practical because of other reports derived from the program reviews that are due before November 12th. After discussion, the committee agreed that this year's reports should move forward as best as possible and that the dates will be reviewed for next year's reports.

b) 2013-14 program review guidelines and organization

D. Short reminded the committee that the "guidelines" document was approved during the previous meeting. The committee reviewed each section of the "organization" document. Several points were raised pertaining to different sections of the document:

- Several committee members voiced significant concerns about the amount of SLOAC-related information required in the 2012-13 report, the confusing instructions, and the apparently duplicitous information being collected.
- Committee members agreed that the report should be general enough to accommodate the different kinds of data and assessment used in various kinds of programs.
- Several committee members voiced concern that the 2012-13 report focused almost entirely on numerical data gathering or analysis rather than on program improvement.

APPROVED

- M. Hertica emphasized the importance of focusing on the purpose of program review (to support program improvement).
- D. Miramontez confirmed that he could provide amplifying information about the steps in the "Analysis" section.
- Committee members reiterated the possibility of using formatting from the VTEA reports or a report format used when Liz Armstrong was VPI in the program review report.

After discussion the committee affirmed that the proposed organization of the 2013-14 report form would allow for the incorporation of these ideas/suggestions. The committee approved the organization report form by consensus. D. Short agreed to bring an initial draft of the 2013-14 report form based on this organizational structure to the next committee meeting.

Following the approval of the form, the committee continued discussion of two ideas for future reports:

1. Switching back to a three-year cycle with one-year updates: Several committee members expressed reasons why this would be advantageous. D. Short explained the reason why this was changed to a one-year cycle in the past. After discussion all members of the committee indicated they were supportive of changing to a three-year cycle with one-year updates. D. Short agreed to add this to the agenda for next meeting.
2. Use of an automated process for program review: L. Murphy reported that the "Taskstream" software in use at City and Mesa encompasses program review along with SLOAC and accreditation information. She indicated that the software was customizable. The committee discussed the potential costs and benefits of switching to an automated process for program reviews. L. Murphy agreed to ask about the possibility of a Taskstream presentation at a future committee meeting.

The committee agreed that it would be best to continue with the development of an annual, Word-based program review report for 2013-14 while also investigating these two other ideas.

- 6) Information Items - none
- 7) Roundtable / Announcements
 - a) Next meeting Monday, November 5, 3:00-4:30
- 8) Adjournment – 4:20pm.