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San Diego Miramar College

Instructional Program Review and SLOAC Subcommittee

Meeting Minutes

Monday, December 17, 2012, 3:00-4:30

L-108

Present: J. Buckley, L. Hahn, P. Hopkins, L. Murphy, J. Salinsky, S. Schwarz, D. Short, N. Sinkaset, B. Stephens

- 1) Call to order – 3:08pm
- 2) Approval of agenda – approved by consensus
- 3) Approval of minutes from last meeting – approved by consensus
- 4) New Business

- a) Instructional support services program review process

D. Short suggested that instructional support services programs would need to use a different review process and form for comprehensive reviews (once every three years) but that all programs could probably use the same annual update form. The committee agreed. Later the committee discussed which instructional support services programs would be part of the program review process. S. Schwarz indicated that the program reviews conducted last year represent all those in the School of Library and Technology Services. J. Buckley indicated that one program review would be conducted by the Office of Instructional Services. D. Short agreed to modify the list of programs to encompass these.

- 5) Old Business

- a) Program review cycle timing

D. Short reviewed a proposed recommendation routing form that detailed the committee's recommendation regarding moving to a three-year program review cycle. The committee agreed on the wording with no changes. Several questions were raised about how the form is used in the participatory governance process, where it goes after the committee approves it, and how the final decision on the committee's recommendation would be made. Committee members discussed the questions. J. Buckley agreed to try and clarify the decision process when the form goes to Academic Affairs.

After discussion the committee voted to approve the recommendation form. D. Short indicated he would present the form as well as the draft annual update report at the next Academic Affairs meeting.

- b) 2013-14 program review report form

D. Short presented the draft annual update form with modifications incorporated based on suggestions at the previous meeting. Several suggestions were made to modify the

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form to accommodate instructional support services programs and to improve other items. D. Short agreed to update the draft form and bring it to the next meeting.

6) Information Items - none

7) Roundtable / Announcements

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

b) L. Murphy reported that a draft SLO Operational Plan is posted to the website. This document details the campus' plan to fully implement the SLOAC process as per the ACCJC rubric. L. Murphy indicated the plan would be shared with all three program review committees and asked about the process for approving it. The committee agreed that the plan should be reviewed at PR/SLOAC and moved forward from there. The committee also discussed the relationship between PR/SLOAC, Academic Affairs, and PIEC. J. Buckley reported that PIEC had created a workgroup to consider changes to the organizational and reporting structure. He also reported that PIEC had created a workgroup to discuss the potential implementation of TaskStream (or similar software). Both of these workgroups will report to PIEC.

c) L. Murphy raised the possibility of separating the program review and SLOAC functions rather than leaving them combined in one committee. D. Short summarized the history of the program review committee and the original decision to make them combined. The committee discussed the difference between philosophical alignment between the two and the actual functional differences in the two processes. J. Buckley indicated that the PIEC workgroup would take up this question.

8) Adjournment – 4:00pm.