APPROVED

San Diego Miramar College
Instructional Program Review and SLOAC Subcommittee
Meeting Minutes
Monday, April 1, 2013, 3:00-4:30
L-108

Present: J. Buckley, L. Hahn, D. Miramontez, L. Murphy, J. Salinsky, S. Schwarz, D. Short, B. Stephens

1) Call to order – 3:02pm
2) Approval of agenda – approved by consensus with one addition to "Information Items"
3) Approval of minutes from last meeting – approved by consensus
4) Old Business
   a) Evaluative component to program review process

   D. Short briefly summarized the discussion from the last committee meeting about the proposal to include an evaluative component in the program review process. He also presented some recommendations from the *ASCCC Program Review: Setting a Standard* paper. J. Buckley reported that the RP Group had produced a set of Inquiry Guides about the program review process as well and that he would provide these to the committee.

   The committee discussed the possible evaluative component in more detail. All members agreed that the principles set forward in the ASCCC document would be useful to guide the committee's work. D. Short asked the committee to consider what tools (rubrics, etc.) might be useful in the evaluation. The committee also discussed ways to make the program review process valuable and relevant. Ideas included ensuring that program review is used to justify resource allocation; providing time during convocation or other college-wide events for program review; providing valuable feedback and suggestions to the programs; and facilitating a process for continual improvement.

5) New Business
   a) Revision to committee page in Governance Handbook

   D. Short presented a draft change to the committee page in the Governance Handbook. The committee discussed potential changes to each section of the committee page, adjusted wording, and proposed adding a classified staff member as a voting member of the committee. The committee also discussed adding a list of "guiding documents" to the committee page. D. Short asked committee members to review these prior to the next meeting.

6) Information Items
   a) Program review recommendation status

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D. Short reported that the recommendation on changing to a three-year cycle and the draft annual report form was reviewed by the Academic Senate at a previous meeting. Several questions were raised about the proposed change to cycle timing and the form. The Academic Senate is to revisit the recommendation at its April 2nd meeting.

b) Committee co-chair election

D. Short stated that the election for faculty co-chair will be held at the May 6th meeting. He asked any interested faculty members to contact him if they would like information about the duties of the faculty co-chair. The committee agreed that the May 6th meeting would be the last meeting of the semester.

c) Update on Taskstream

D. Short asked members of the committee who attend CEC to please inquire about the status of the committee's recommendation to purchase Taskstream.

7) Roundtable / Announcements

a) Next meeting Monday, April 15, 3:00-4:30

b) D. Short reminded committee members to please review the suggested program review "guidance" documents prior to the next meeting; these will be sent out via email.

c) L. Murphy and J. Buckley reported that they had received feedback from the College-Wide Retreat on Institutional SLOs and other topics pertinent to the PR/SLOAC committee. L. Murphy suggested that the committee may want to consider recommending a change to the Institutional SLOs based on this feedback. D. Short agreed to put this topic on a future meeting agenda.

8) Adjournment – 3:50pm.