

DRAFT

San Diego Miramar College
Instructional Program Review and SLOAC Subcommittee
Meeting Minutes
Monday, May 6, 2013, 3:00-4:30
L-108

Present: C. Booth, L. Hahn, P. Hopkins, L. Murphy, S. Schwarz, D. Short, N. Sinkaset, B. Stephens

- 1) Call to order – 3:06pm
- 2) Approval of agenda – approved by consensus with one addition to the information items
- 3) Approval of minutes from last meeting – approved by consensus
- 4) Old Business
 - a) “Guiding documents” to include in committee governance page

D. Short and L. Murphy briefly reviewed the RP Group's *BRIC Technical Assistance Program: Assessing Student Learning Outcomes* and the AAC&U's *College Learning for the New Global Century* documents. S. Schwarz suggested that these documents be posted to the committee's web page as reference materials. After a short discussion all members of the committee agreed. The question was raised whether to include any “guiding documents” as part of the committee governance page. After discussion, the committee decided not to do this and just to have them available as a reference via the webpage.
 - b) Proposed change to committee governance page

D. Short reviewed the latest version of the draft change to the committee page in the Governance Handbook. The committee performed a final review. As part of the review, the “guiding documents” section was removed and the term “validate” was changed to “review.” After discussion the committee voted unanimously to approve the change. D. Short agreed to send it forward through the participatory governance system.
 - c) Possible modification of Institutional SLOs

D. Short summarized the discussion from last meeting and reminded the committee that the discussion last time had concluded with three basic alternatives for who the ISLOs should apply to:

 1. The ISLOs would apply to all students who earn an associate degree or certificate of achievement and therefore each ISLO would be incorporated into each set of major coursework required for a degree or certificate of achievement.
 2. The ISLOs would only apply to students who fully engage with the college by earning an associate degree and therefore each ISLO would be incorporated into one or more aspects of the broader college experience (major coursework, GE, student activities, counseling, etc.).

DRAFT

3. The ISLOs would be divided up according to the college's mission and therefore each ISLO would be covered by one or more components of the mission (transfer, CTE, basic skills).

After a short discussion of these alternatives the committee unanimously agreed on option 2; that the ISLOs should apply to students who fully engage with the college by earning an associate degree and therefore each ISLO would be incorporated into one or more aspects of the broader college experience (major coursework, GE, student activities, counseling, etc.).

L. Murphy asked if the committee recommended keeping or possibly modifying the current ISLOs or if the proposed new set should be adopted. She added that her major concern was ensuring the ISLOs incorporated the important functions of administrative services and student services. The committee reviewed both sets of ISLOs and discussed wording, audience, presentation, and assessment. After discussion the committee agreed to recommend adoption of the new ISLOs after further refinement of the language and format. D. Short agreed to add this topic to a draft agenda for the first meeting of the following academic year.

5) New Business

a) Program review task force recommendation

D. Short summarized the recommendation from the ad hoc college-wide program review task force:

- Disestablishment of the three separate program review committees/processes
- Establishment of one college-wide program review committee with an assessment and outcomes subcommittee, that would report to PIEC
- Membership and duties associated with the new committee.

After discussion and clarification of some items, the committee unanimously supported the ad hoc task force's recommendation.

b) Program review cycle timing

D. Short summarized the discussion at Academic Senate about the program review cycle timing, including the concern about the requirement that CTE programs are "reviewed" every two years and the committee's workload. The committee discussed various ideas for cycle timing. The following points were made:

- CTE programs are already doing their separate reviews every two years and many do other reviews for their external accreditation, so having a different cycle for college program review would not impose any additional burden.
- It would be most effective for SLOAC and accreditation purposes to have a three-year cycle.
- Each CTE program could be asked about the desired cycle timing and might be individually accommodated.
- Different cycles for different programs would be relatively easily accommodated in Taskstream.

D. Short agreed to add this topic to a draft agenda for the first meeting of the following academic year. L. Murphy agreed to research different cycle timing options and

DRAFT

coordinate with the deans in regards to CTE program review requirements and practices.

c) Faculty co-chair election

D. Short briefly summarized the duties of the faculty co-chair, including PR/SLOAC committee work, facilitating the instructional program review process, and serving on the PIEC and PIE Steering committees. The committee discussed possible replacements for the co-chair position but no nominations were accepted. D. Short agreed to notify the Academic Senate President about the vacancy.

6) Information Items

a) Meeting dates for 2013-14

D. Short briefly reviewed the list of meeting dates and indicated that the room had already been reserved. All members were satisfied with the dates and times.

b) Update on Taskstream

L. Murphy reported that the college cannot start working on Taskstream implementation until July 2013. A likely goal would be to have Taskstream up and running in spring 2014.

c) Fall Convocation

L. Murphy reported that the College President has asked her to plan activities for Fall Convocation. She asked for ideas. The following were suggested:

- SLO mapping exercise.
- Program review update and report writing exercise.
- Exercise on accessing and using program review data.
- Change in format to a shorter all-inclusive morning event followed by breakout sessions for different groups.

D. Short agreed to assist in an instructional program review update and report writing exercise if one is scheduled.

7) Roundtable / Announcements

a) Next meeting Monday, September 16, 3:00-4:30.

b) The committee thanked D. Short for his service as faculty co-chair over the past four years.

8) Adjournment – 4:31pm.