San Diego Miramar College

Instructional Program Review and SLOAC Subcommittee
Meeting Minutes
Monday, March 17, 2014, 3:00-4:30PM
Room L-108

In attendance: Nam Sinkaset, Alex Sanchez, Pablo Martin, Buran Haidar, Duane Short, Laura Murphy, Paulette Hopkins, Julia Gordon, John Salinsky, Daniel Miramontez

Absent: Lynne Ornelas

Meeting Started: 3:02 pm

Approval of agenda for 3/17/14

Approval of minutes for 3/10/14

1) **Old Business**
   a) **Program SLO Assessment Plans:** L. Murphy reported that only 9 program outcomes assessment plans have submitted. Committee discussed methods for encouraging completion of plan. It was recommended that the SLO Liaisons or chairs input the program plans during Taskstream "train the trainer" training. Could also be discussed and input during the convocation training activity.
   b) **ISLO student survey:** D. Miramontez shared a distribution plan for the ISLO survey. Discussion on whether to use survey monkey, scantron or paper format. Scantron format was suggested. L. Murphy reported that the ISLO survey and distribution plan will be shared with Academic Affairs at their next meeting.

2) **New Business**
   a) **Taskstream**
      i) **Demo:** Demo of Taskstream was presented, using Biology Program information. Group suggested that the ISLO descriptions be broken up to allow faculty to specifically identify the area of each ISLO to which their outcomes align.
      ii) **Implementation and training timelines:** L. Murphy reported that the "train the trainer" training would take place at the end of Spring 2014, as well as prior to convocation in Fall 2014.
   b) **Full Program Review Form:** Group discussed need to look at the full program review form and see if modifications are necessary to streamline the process or to better utilize the Taskstream software options. D. Short reminded the committee that it needs to review the number of programs at the college, as well as the program review update form for next Fall.

c) Convocation: Committee discussed the best way to train/present Taskstream at Fall 2014 Convocation. J. Gordon suggested that the presentation to the campus as a whole be an overview of Taskstream, and the actual training done in small groups with the SLO Liaisons/Chairs/Deans as facilitators.

3) Announcements

4) Open Forum

5) Meeting adjourned: 4:30 pm