San Diego Miramar College

Instructional Program Review and SLOAC Subcommittee

Minutes

Meeting Date and Time: Monday, April 6, 2015 from 3:05 PM to 4:22 PM

Location: L-108

Voting Members Present: Roanna Bennie (co-chair, instructional admin); NampholSinkaset (co-chair, faculty, MBEPS); Dan Willkie (faculty, BTCWI); John Salinsky (faculty, PS); Pablo Martin (faculty, LA); Julia Gordon (faculty-at-large, MBEPS)

Voting Members Absent: Paulette Hopkins (instructional admin, MBEPS)

Nonvoting/Resource Members Present: Laura Murphy (College-wide Outcomes and Assessment Facilitator); Xi Zhang (Research and Planning Analyst); Alex Sanchez (faculty, MBEPS, nonappointed)

Nonvoting/Resource Members Absent: None

Meeting Called to Order at 3:05 PM

1. Standing Items
   1.1. Adoption of Agenda
        Motion to adopt agenda was made by R. Bennie and seconded by J. Gordon. Hearing no objections, the agenda was adopted.

   1.2. Adoption of Minutes from Meeting of March 16, 2015
        Motion to adopt the minutes was made by P. Martin and seconded by R. Bennie. Hearing no objections, the agenda was adopted.

2. Unfinished Business

3. Information Items
   3.1. Update on Program Review Template Approval Process
        After the initial hold-up at CEC, the template was approved at their last meeting.

   3.2. Update on Subcommittee Membership
        No news concerning the vacant faculty position has been received.

4. Discussion Items
   4.1. College Governance Structure (Strategic Goal #1)
        N. Sinkasetbegan discussion by introducing the possibility of proposing the removal of one of the two faculty at-large positions. One of the positions has not been filled in at

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least 1 year and a half, which begs the question as to whether or not the position is necessary. Discussions about how removal of the position would affect quorum requirements took place, but it was agreed upon that essentially nothing would change in this regard. The subcommittee expressed a desire to keep the currently vacant at-large member as part of its composition and have it filled. The subcommittee ultimately decided to wait one more semester to see what the change in leadership at the Academic Senate will bring.

Next, the idea of a "super" committee with representation from instruction, student services, and administrative services was discussed. It was noted that the infrastructure to get things completed (entering data, creating action plans, etc.) was weak, and perhaps a committee such as this could provide support in this area. Additionally, this campus-wide committee would provide the forum for college-wide discussions which are currently lacking.

It was noted that in the past, a taskforce was formed to investigate the possibility of forming a "super" committee, but their recommendation was not approved at the College Governance Committee because they did not want it to be part of the Planning and Institutional Effectiveness Committee (PIEC). CGC wanted it to be stand-alone committee.

Discussions then moved to what the "super" committee would do and who would be on it which blended into the Discussion Items below. Various ideas were discussed including: (1) the fear of different areas not having the expertise to comment in other areas; (2) the committee could be the central place where all program review and SLO related items are looked at; (3) the committee could be where the other current PR-SLOAC Subcommittees convene to work out timelines and institutional-level view; (4) the fact that most institutions have a central committee like this with the vice presidents as members in order to give the group "teeth"; (5) the need to have a planning group and a working group; (6) the "super" committee could be the place where rules and responsibilities are clarified since currently these are not clearly defined; (7) the "super" committee could serve as a working meeting which SLO liaisons could attend as needed to get program review/SLO items completed.

L. Murphy stated she would bring ideas for the "super" committee to the next meeting.

4.2. ACCJC Annual Report (Strategic Goal #1)

N. Sinkasetbegan the discussion by giving a background on the last days before finalization of the ACCJC Report. Essentially, numbers were entered as a draft, and people did not like the results. The question was asked who or what group was in charge of the report, and it was postulated that the subcommittee should have beenmore involved in the report's preparation. The Dean of PRIE was in charge of the report, and it was noted that a lack of a centralized body to decide roles and responsibilities would have helped in this situation.

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In the end, mapping in Taskstream had to be done for programs which had not completed that task. This mapping was introduced as a "draft" mapping which programs can change at any time.

4.3. Review/Comments Function for Program Review Template (Strategic Goal #1)

L. Murphy began the discussion by showing how Taskstream as a review function for program review. After a program submits their program review, it goes to the appropriate dean. Upon submission, programs no longer have access until it is released by the dean. There are various ways that Taskstream can be set up for deans to review different part of the program review. Some examples are: satisfactory/unsatisfactory, score assignment, rubric, and complete/incomplete. The subcommittee decided that deans would be invited to the next meeting in order for them to voice their input as to how they want the review process to be set up.

L. Murphy also presented the benchmarking form in the program review template, showing the three areas initially selected for this cycle (degrees/certificates award, student retention, and student success). Suggestions for simplifying the form were given (namely, consolidation of 3 explanation boxes into 1) which L. Murphy agreed to incorporate.

4.4. Course and Program SLO Cycle, Ways to Encourage Completion (Strategic Goal #1)

The barriers to completion of SLO cycle duties were discussed. The primary reason cited was the lack of time for faculty members. The question was asked, "If faculty members don't do the work, then what can be done?"

Discussion then moved to ways to encourage faculty participation and completion in this effort. The following list was generated: (1) Committee credit for SLO liaisons; (2) ESUs for SLO liaisons from college president; (3) Changes to faculty evaluation form to reflect work in this area. Also discussed, but not added to the list, was the possibility of applying for grant money to pay faculty for being SLO leads and completing the work.It was agreed that monetary incentives would work best as seen at other institutions.

Negative motivation was seen as potentially less effective. It was noted that placing SLO work on faculty evaluation forms had not worked at other institutions because faculty view it as one area out of many. Another possibility was having the deans use program review data. If SLO work is not being completed, and faculty state they don't have the time, then the dean could potentially decrease FTEF or resource allocations.

5. Action Items

6. Adjourn

Meeting adjourned at 4:22 PM.

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