

San Diego Miramar College

Instructional Program Review and SLOAC Subcommittee

Meeting Date and Time: Monday, November 16, 2015 from 3:00 PM to 4:30 PM

Location: L-108

Voting Members: Paulette Hopkins (co-chair, instructional admin); Namphol Sinkaset (co-chair, faculty, MBEPS);; Dan Willkie (faculty, BTCWI); **vacant** (faculty, LA); Alex Sanchez (faculty at-large, MBEPS); **vacant** (faculty at-large)

Voting Members Absent: Fred Garces (instructional admin); John Salinsky (faculty, PS)

Nonvoting/Resource: Xi Zhang (Research and Planning Analyst); Laura Murphy (College-wide Outcomes and Assessment Facilitator); Julia Gordon (faculty, MBEPS); Margarita Sánchez (Staff, Instruction)

Guests: Brett Bell (Vice President of Administrative Services); Dave Buser (faculty/BRDS)

Minutes

The meeting was called to order at 3:15 p.m.

1. Standing Items

1.1. Adoption of Agenda

Motion to amend November 16th, 2015 agenda to table item 4.1 *Program Review Template Modification* and replace it with a discussion with BRDS committee members carried.

Motion made by A. Sanchez and seconded by D. Willkie.

1.2. Adoption of Minutes from Meeting of October 19, 2015

Motion to adopt November 2nd, 2015 minutes carried.

Motion made by A. Sanchez and seconded by P. Hopkins.

2. Unfinished Business –None.

3. Information Items

3.1. Status of 2 Recommendations Sent to Academic Affairs

Academic Affairs heard the recommendations at their meeting on November 12th, 2015. Student Services stated that changing the cycle would require their division to also align to the new cycle. However, there is not currently a known rule stating that all divisions within the college (Instructional, Administrative, and Student Services) must align for the program review cycle, so long as each division completes their work by the due date. The subcommittee noted that changing the Instructional cycle will allow the Instructional Division to produce better Program Reviews.

4. Discussion Items

4.1. *Discussion with BRDS committee*

The committee suggested that IPR/SLOAC subcommittee and the BRDS work together to create a more cohesive way to collect the required data for the RFF forms. Currently, the data is submitted twice, once through Taskstream during Program Review, and again in a separate RFF form that is submitted to the BRDS committee. The committee would like to develop a procedure that eliminates redundant work for faculty. The BRDS committee members commented that they were open to developing a joint process as long as the criteria in RFF forms were still met. The faculty must state in their requests the following criteria: what they want; how much it costs; justification; any auxiliary costs. The IPR/SLOAC subcommittee asked the BRDS committee members if faculty resource requests could be ranked within Taskstream or if a spreadsheet that compiled the requests pulled from Taskstream would be useful. The BRDS committee members stated that they would forward key data collection points to see if/and how the data collection could be integrated into Taskstream. The BRDS committee voiced a concern about “passing around” any priority ranking spreadsheets generated through Taskstream due to the possibility of 1 program/department being able to hold up the rest of Instruction. The BRDS committee members commented about creating spreadsheets by department/program so that 1 department/program does not hold up the rest of Instruction.

4.2. Outcomes and Assessment Operational Plan, 2015-2018

The Outcomes and Assessment Operational Plan 2015-2018 will move forward and be sent to Academic Affairs.

4.3. Restructuring of College Governance

The restructuring of College Governance was well-received; the subcommittee will wait on a formal decision.

4.4. ISLO Assessment, Survey and other Ideas

If convocation is removed in the spring semester, there would be just flex week. A time during Flex Week could then be used to share a presentation to faculty with a focus on critical thinking in the classroom. The committee had previously suggested an idea for the survey in two parts; a student self-report and instructor report. The idea for the survey must be fleshed out by the subcommittee.

5. Action Items

5.1 Outcomes and Assessment Operational Plan

5.1.1 Recommended the adoption of outcomes and Assessment Operational Plan, 2015-2018 to Academic Affairs.

Motion to recommend the adoption of the Outcomes and Assessment Operational Plan, 2015-2018 to Academic Affairs carried.

Motion made by A. Sanchez and seconded by P. Hopkins.

6. Adjourn

The meeting was adjourned at 4:35 p.m.