APPROVED 10/03/16

INSTRUCTIONAL PROGRAM REVIEW AND SLOAC SUBCOMMITTEE
Co-Chairs: Paulette Hopkins and Julia McMenamin

Minutes of September 19, 2016

Members Present: Paulette Hopkins, John Salinsky, Alex Sanchez, Julia McMenamin, Xi Zhang, Laura Murphy, Katinea Todd

Members Absent: Fred Garces, Dan Willkie

Guest: Wai-Ling Rubic

The first Fall 2016 regular bi-monthly meeting of the Instructional Program Review and SLOAC Subcommittee was held on September 19, 2016. The meeting was called to order at 3:42 p.m. by Co-Chair Julia McMenamin, a quorum being present.

Agenda/Minutes. It was moved by Alex Sanchez, seconded by Paulette Hopkins, and unanimously carried to approve the agenda. Upon motion by Alex Sanchez, seconded by John Salinsky, the minutes of the meeting of May 2, 2016, were unanimously approved.

There being no unfinished business, the Committee proceeded to new business.

Meeting Calendar. A draft calendar for Committee meetings on first and third Mondays during the 2016-17 academic year was presented and discussed, and it was decided to add a meeting on October 31, 2016. It was moved by Alex Sanchez, seconded by Paulette Hopkins, and unanimously approved to accept the revised calendar, attached. The meeting calendar will be added to the Committee website.

Committee Membership. The Committee discussed the three vacancies currently on the Committee and discussed adjusting the Committee membership by changing Alex Sanchez from At-Large/MBEPS representative to School/MBEPS representative and making Laura Murphy the At-Large/MBEPS representative. It was moved by Alex Sanchez, seconded by

Paulette Hopkins, and unanimously carried to make those changes to the Committee membership.

Committee Goals The existing Committee goals were discussed, and it was moved by Paulette Hopkins, seconded by Alex Sanchez, and unanimously carried to retain the existing Committee goals as currently stated on the San Diego Miramar College Website:

Committee Goals

1. Facilitate instructional program review cycle and the Student Learning Outcomes Assessment Cycle.

2. Provide support and serve as resource to chairs, faculty, and administrators in completing Instructional Program Review and SLOAC processes and reports.

3. Update forms and recommend changes to processes and timelines for instructional program review and SLOAC processes, as needed to comply with accreditation standards and the college's integrated planning process.

Goals for the Year. Julia McMenamin suggested goals for this academic year, and the goal for Fall 2016 would be to provide support to chairs and faculty in accordance with Committee Goal #2 above. She suggested setting aside a specific time during each committee meeting to assist chairs and faculty with program reviews and SLOAC processes and reports. The suggestion is more fully set forth in the attachment to these minutes, and will be brought back for further discussion at the next committee meeting. The goal for Spring 2017 is also included in the attachment.

Evaluation Tool for Committees/Subcommittees. The College Governance Committee has developed a self-evaluation form for committees to use to determine whether the committee is leveraging its resources effectively. The committee has been asked to complete the form for the 2015-16 and 2016-17 academic years and to give the form to Marie McMahon when completed.

SLO/Program Review Update. Laura Murphy updated the committee on:

- Disaggregation. We're being asked to disaggregate student learning outcome assessment data by subpopulations of students identified in the student achievement section of the Self-Evaluation Report. She will develop an action plan to address disaggregation and will bring it to this committee at its next meeting.

- TaskStream. She is working to get TaskStream (TS) to set up a workspace for her so she can just put links in. The Instructional Program Review Links will be in the Training Area of TS and will continuously update automatically. She also said that school program reviews will be public.

- BRDS Form. She created a spreadsheet at the BRDS Committee's request, but BRDS has subsequently decided to use both the spreadsheet and the RFFS for each resource request as a parallel process. She suggested that this committee coordinate this with BRDS. She will report further at this committee's next meeting.

- SLO Academic Senate Statement. She recommended to the Academic Senate that it consider a statement, and it will probably come to this committee for review. Paulette Hopkins mentioned the current review of policies and administrative procedures, and that the Miramar College deans have recommended that the District, City College and Mesa College adopt Miramar's broader definition of "program".

Adjournment: Julia McMenamin summarized the actions taken at this meeting and the discussion items which will be continued at the next meeting. The meeting was adjourned at 4:37 p.m.

Katinea A. Todd

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Instructional Program Review/SLOAC Subcommittee
Co-Chairs: Paulette Hopkins and Julia McMenamin

Meetings Calendar, 2016-17

Day: First and Third Mondays
of each month

Time: 3:00-4:30 p.m.
(**Exceptions noted in red**)

Place: Room N-206 (PCR)

Dates:

	Meetings
2016	Aug. No Meeting
	Sept. 19 **(3:30-4:30)**
	Oct. 3 & 17 & 31
	Nov. 7
	Dec. 5
2017	Jan. 23 **(11:00-12:30, N-201)**
	Feb. 6
	Mar. 6 & 20
	Apr. 3 & 17
	May 1 & May 15

Goal for Fall Semester

- Review and provide feedback on current Program Review Reports. By reviewing current Program Review Reports, we are providing support to chairs and faculty in completing the Instructional Program Review and SLOAC processes and reports (Committee Goal 2).

Goal for Spring Semester
- Review and provide feedback on current Course Data SLOs. By reviewing current course SLOs, we are providing support to chairs and faculty in completing the Instructional Program Review and SLOAC processes and reports (Committee Goal 2).
- After reviewing current Program Reviews and SLOs, we will update forms and recommend changes of Taskstream (Committee Goal 1 and 3).

Typical Schedule and Plan
1. 5 minutes to start the meeting
2. 40 minutes of Work Time. During this work time, we can do the following:
   a. **Activity 1**: Committee members work on their *own* current program reviews. By staying up-to-date and current in our own program reviews, we can send and use our program reviews to other programs as a MODEL. Also, by continually revisiting our current program reviews, we are improving the quality. OR, committee members can do Activity 2.
   b. **Activity 2**: Workshop. We invite faculty to join us for the first half of our meeting. This will be on a drop-in basis, like office hours, with no appointment necessary. When Kat sends out the agenda to the DL, she also invites faculty to join us for this Workshop period. Instructors can come to our meetings (the first 45 minutes of the meeting). If no one shows up, then we will complete other Activities. If instructors show up, then we can help them in a one-on-one setting while other committee members continue to do other Activities. OR, committee members can do Activity 3.
   c. **Activity 3**: Individually or in pairs review and provide feedback to other programs' program reviews. By reviewing other programs' program reviews, we are providing support as well as improving quality. This will help us when we edit timelines, documents, and the Taskstream template. Or, committee members can do Activity 4.
   d. **Activity 4**: Committee members open their email and send individual emails to programs or chairs that have not completed the program review. These individual emails will include Laura's instructional guide with screen shots. The email could be something like: "Hi Professor. I noticed that you have not finished or started your program review. Do you need help with Taskstream? We have Workshops on the 1st and 3rd Mondays every month from 3:00-3:45 in M110." Maybe with individual emails the completion rate and attendance at our Workshops would increase.
3. 40 minutes discussion items (Laura and other committee members)
4. 5 minutes to close meeting

Questions:
- Can we put our feedback to current Program Reviews in Taskstream?
- Currently Deans also review current Program Reviews. Where do Deans provide feedback?
- Are we allowed to look at Program Reviews from different programs?