

INSTRUCTIONAL PROGRAM REVIEW AND SLOAC SUBCOMMITTEE

Co-Chairs: Paulette Hopkins and Julia McMenamain

Voting Members: Paulette Hopkins (Co-Chair, Instructional Admin), Fred Garces (Instructional Admin), Dan Willkie (Faculty/BTCWI), Patricia Manley (Faculty/LA), John Salinsky (Faculty/PS), Alex Sanchez (Faculty-at-Large, MBEPS), Laura Murphy (Faculty-at-Large/MBEPS); Julia McMenamain (Co-Chair and Faculty-at-Large/MBEPS)
Non-voting/Resource: Xi Zhang (Research and Planning Analyst); Katinea Todd (Staff, Instruction)

APPROVED 04/17/17

Minutes of April 3, 2017

Present: Paulette Hopkins, Julia McMenamain, Patricia Manley, Alex Sanchez, John Salinsky, Katinea Todd

Guest: George Beitey

Absent: Fred Garces, Dan Willkie, Laura Murphy, Xi Zhang

The regular bi-monthly meeting of the Instructional Program Review and SLOAC Subcommittee was held on April 3, 2017. The meeting was called to order at 3:02 p.m. by Co-Chair Julia McMenamain, a quorum being present.

Agenda/Minutes. It was moved by Alex Sanchez, seconded by John Salinsky, and unanimously carried to approve the meeting agenda. It was moved by Sanchez, seconded by Salinsky, and unanimously carried to approve the meeting minutes of March 20, 2017.

Campus Notification and Instructions Regarding Program Review Update due in April. McMenamain reported that she emailed the information to the campus chairs and deans on March 7th.

Plan for a Functional and Long-Term Maintenance of List and TaskStream. Murphy and Daniel Miramontez will meet this week to address this. The committee reviewed a document provided by Murphy which indicated that the Curriculum committee chair has a list of all the

deactivated courses and which is easily accessible. Hopkins said that classified staff in the Office of Instruction can assist Murphy with the clerical work.

ISLO Survey Update. McMenamin reported that 28 responses out of 29 have now been received, and discussion will continue at the next meeting.

ACCJC Recommendations. There was discussion of the recent ACCJC recommendations and the first four which concern this committee.

- Recommendation #1 is for the college to “engage instructional Divisions in program review to address how well program missions align with the college mission.” The committee discussed this recommendation and agreed by consensus that this recommendation could be satisfied by requiring the programs, schools, and divisions to have mission statements that align with the college mission statement. Hopkins has already addressed this in Deans’ Council. Murphy will attend Deans’ Council each week and report to the VPI and instructional deans on course and program SLOs and assessment and will provide a monthly status report and analysis to the deans. Hopkins reminded the committee that April 24th is the deadline for achieving 100% of SLOs.
- Recommendation #2 is for the college to “analyze learning outcomes assessment results by the meaningful dis-aggregation of data by sub populations of students, instructional tutorial delivery methods.” The pilot results will be turned in during the second week of April for analysis by Murphy and subsequent review by this committee. Following that, the plans for post-pilot and for disaggregation by instructional tutorial delivery methods will be addressed.
- Recommendation #3 is for the college to “develop a procedure for evaluating its program review process for student services, administrative services, and instructional services to ensure their effectiveness for supporting academic quality.” The committee reviewed a *draft Template for Evaluation of Program Review process* which Murphy provided, and made suggestions. Hopkins will ask the instructional deans to use the checklist for program reviews that Murphy sent to them. Murphy will continue the survey with faculty to see what they think of TaskStream. The committee discussed offering more workshops and offering feedback to program

reviews. It will use the Murphy-created checklist and will survey the faculty annually about TaskStream. It was moved by McMenamin, seconded by Hopkins, and unanimously carried to provide feedback to program reviews to chairs and deans in order to improve quality based on the recommendation from the accreditation team. Sanchez will take this recommendation to the next Academic Affairs committee meeting and will request its support.

- Recommendation #4 is for the college to “identify and regularly assess learning outcomes for all courses.” The committee agreed that there is a need for course faculty to meet to create and assess SLOs for each course and discussed how that might be done. The meetings could be organized by department chairs and could follow department meetings.

Open Office Hours for TaskStream. No one attended.

Suggested items for next meeting. Discussion will continue on the above topics and will also include: Identify Department Priorities for Research Data, and Tracking SER Action Projects and Action Plans.

Adjournment. The meeting was adjourned at 4:27 p.m.

Katinea A. Todd