

INSTRUCTIONAL PROGRAM REVIEW AND SLOAC SUBCOMMITTEE

Co-Chairs: Paulette Hopkins and Julia McMenammin

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 McMenammin (Co-Chair and Faculty-at-Large/MBEPS), Classified Staff, Instruction (Vacant)
Staff/Resource: Xi Zhang (Research and Planning Analyst); Katinea Todd (Staff, Instruction)

APPROVED 05/01/17

Minutes of April 17, 2017

Present: Paulette Hopkins (for herself and as proxy for Fred Garces), Julia McMenammin, Dan Willkie, Patricia Manley, Alex Sanchez, Mary Kjartanson as proxy for John Salinsky, Katinea Todd

Guest: Darren Hall, Mary Kjartanson, Denise Maduli-Williams, Larry Pink, Ken Reinstein, Wai-Ling Rubic, Cheryl Vallejo,

Absent: Fred Garces, Laura Murphy, Xi Zhang

The regular bi-monthly meeting of the Instructional Program Review and SLOAC Subcommittee was held on April 17, 2017. The meeting was called to order at 3:08 p.m. by Co-Chair Julia McMenammin, a quorum being present.

Agenda/Minutes. It was moved by Alex Sanchez, seconded by Patricia Manley, and unanimously carried to approve the re-ordered meeting agenda. It was moved by Paulette Hopkins, seconded by Sanchez, and unanimously carried to approve the meeting minutes of April 3, 2017.

Plan for a Functional and Long-Term Maintenance of List and TaskStream. Hopkins reported that discussions have begun and it was agreed that an Instruction Office staff member should have access in order to assist Laura Murphy and run reports for deans and department chairs. Discussion will continue.

Update of ISLO Survey. McMenamain reported that we had 28 out of 29 responses back and the Research Office will run its analysis and provide them to this subcommittee. Discussion will continue.

ACCJC Recommendations.

- 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.” Hopkins reported that Salinsky will attend the next Academic Affairs committee meeting to request support for this subcommittee’s recommendation to provide feedback to chairs and deans on program reviews in order to improve the quality of the program review. This will be included in the subcommittee report given at the Academic Affairs Committee meeting.

- Recommendation #1 is for the college to “engage instructional Divisions in program review to address how well program missions align with the college mission.” Hopkins reported that the instructional deans have instructed department chairs to align their mission statements with the college mission statement. McMenamain presented and discussed a document provided by Laura Murphy which addressed possible restructuring of the subcommittee. Discussion will continue.

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.” Sanchez said the pilot results were to be turned in by April 14th for analysis by Murphy and subsequent review by this committee and analysis by Xi Zhang. Following that, the plans for post-pilot and for disaggregation by instructional tutorial delivery methods will be addressed. Discussion will continue.

Open Office Hours for TaskStream. Several people attended to receive individual assistance from committee members in TaskStream.

Adjournment. The meeting was adjourned at 3:57 p.m.

Katinea A. Todd