

Minutes (Approved 11/5/13)
Miramar College Governance Committee
May 14, 2013
M Building, M-107R, Paralegal Conference Room
2:45 – 3:45 PM

Called to order: 2:48 pm

In attendance: Buran Haidar (Chair), Joyce Allen, Kyle Benn, Bob Fritsch, Wheeler North, Lou Ascione, David Navarro

Guests: Duane Short, Laura Murphy, Gerald Ramsey, Darrel Harrison

Absent: Sara Agonafer, Terrie Hubbard

Approval of Agenda and Minutes

The agenda was approved. The Committee also approved the minutes of its 3/12/13 and 04/09/13 meetings.

New Business:

1. **Instructional PR/SLOAC handbook change –**

D. Short presented to the CGC recommendations of the Instructional Program Review/SLOAC Subcommittee, pasted below, to:

- Add classified staff representative to the committee to represent the instructional services area as a voting member.
- Add a new committee goal to:

3. **Review all instructional and instructional services program review self-study reports on a recurring basis and provide feedback and recommendations.**

as a new component to the goals for committee members to review the program review reports to provide feedback. D. Short explained that was attempted when the program review committee was first formed and has been stepped away from since. The IPR/SLAOC committee would like to bring this back and that the intention is for committee members to read the program reviews and look through them for highlights of best practices and successes to be shared with other program and areas, about and ideas that helped programs to improve or to achieve their goals.

Comments were made regarding this new committee goal, which included:

- That this proposed goal might take away the control of the programs over their own review and interpretations and the Deans' responsibility for school prioritization. D. Short explained that the new goal is not intended for the committee to involve itself with the planning process or to screen the requests for resources, the idea is to focus on the self- improvement part of program review that involves program self-analysis about significant ways to improve and also sharing what programs did well with other programs. The committee would be sharing that information with other struggling programs.
- How reviewing the program review reports would impact the timeline of submission of the program review reports. D. Short said it wouldn't since it would be done after the submission date. L. Murphy added that there is currently no analysis of the program review reports for improvement and that the expansion of the program review cycle to three year would make that possible.
- Current compliance issues of CTE program reviews that are the responsibility of the individual Deans and needs for clarification of what other role the IPR/SLOAC would play in terms of the College accreditation. D. Short explained that nothing is happening now and no one outside the schools is reading the program review reports as it is not the charge of the committee now.

College Governance Committee

Sara Agonafer, Joyce Allen, Lou Ascione, Bob Fritsch, Buran Haidar (Chair), Terrie Hubbard, Wheeler North, Kyle Benn

- Concern about possibility of going in with an a priory notion of what is good or bad, and evaluation of prioritization needs based on what is perceived to be a good or bad program review. Replication of function or creation of adversarial relationships.
- Value for a college –wide identification of commonalities in program reviews and trends of where the College is going.
- Details and the elements under consideration for feedback be determined through the governance process. L Murphy pointed out that everything is currently in flux and that it would be difficult to come up with details without the committee structure or the cycle timing. D. Short emphasized that the committee has no final plan as to how they will be doing and that the committee would like that goal to be included to authorize them start working on it.

The CGC approved by consensus to move the IPR/SLOAC recommendation forward to the College constituencies.

4. College-wide PR/SLOAC proposal (D. Short)

The committee heard from the PR taskforce that was directed by the CEC to look into how best to merge the three Program Review committees of the three Divisions. The proposal brought forth is for two separate subcommittees under the PIEC. L. Murphy stated that the main issue is to have a joint committee that covers program reviews and learning outcomes in all different areas, and a subcommittee requested to one that focuses on learning assessment.

Duane summarized that the recent history of discussion about how to improve the program review processes of the three divisions, and the formation of the PR taskforce under the direction of the CEC to look into integrating the three processes. He reported that the taskforce met and came up with the recommendation to combine the three committees into one with a defined membership. The main goals of the combined committee are the same as the IPR/SLOAC committee with inclusion of “Administrative Services Outcome (ASO) Assessment Cycle” to the goals. The recommendation is to have one common cycle and same output, despite the difference is the program review details.

Discussion ensued about the proposal including: its place in the governance structure as a stand-alone or subcommittee of PIEC, name of committee, faculty representation, and role of subgroups within the combined committee.

The committee acknowledged receiving the first pass of taskforce recommendations that it had requested.

5. College Governance Committee Fair (D. Figueroa) – Postponed

6. Guidelines for Website Postings– Postponed

Old Business: (Postponed for shortage of time)

- 1.** Review of the College governance committee structure
 - a. Review input received from April CGC workshops
 - b. Alignment with the integrated planning process
 - c. Draft modifications to College governance structure

Committee Reports/Other: None

Next Meeting: TBA, Fall 2013

Instructional Program Review and SLOAC* – Subcommittee

Chair Eligibility – Co-Chairs: Any **f**aculty **m**ember and an **i**nstructional **a**dministrator as designated by the College President

Chair Election – Recommendation, faculty co-chair elected by committee

Chair Term – Two Years

Committee Membership*

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|--|--|-----------------------------|
| Administrators (2) | Classified Staff (1) | Faculty (6) |
| Instructional Division Representatives (2) | Instructional Division Representative (1) | School of MBEPS (1) |
| | | School of Liberal Arts (1) |
| | | School of Public Safety (1) |
| | | School of BTCWI (1) |
| | | Representatives (2) |

*One faculty representative from each of the Instructional School divisions that offer courses (i.e. all but the School of Library and Technology), two faculty members at large **and, one classified staff member from the Instructional division, and** two administrators from the Instructional division. One faculty member (elected by the committee) and one instructional administrator (designated by the College President) shall serve as co-chairs.

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. **Review all instructional and instructional services program review self-study reports on a recurring basis and provide feedback and recommendations.**
4. 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.

Committee Procedures and Calendar:

1. Faculty/**Staff**/Administrators complete program review and SLOAC reports as per the college's annual planning cycle.
2. The committee meets at least once per month during the academic year to conduct regular business.
3. The committee reports to Academic Affairs as needed.

Parent Committee(s):

[Academic Affairs](#)

Link to Agendas and Minutes: <http://www.sdmiramar.edu/faculty/committee-detail?cid=AAPR>

* SLOAC = Student Learning Outcomes Assessment Cycle

**Miramar College
Governance Committee
Recommendation Reporting Form**

Committees make recommendations rather than decisions. The Committee Chair will submit this form and attachments, as necessary, to ensure that each recommendation is forwarded and considered.

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| Instructional Program Review/SLOAC Subcommittee | Jerry Buckley / Duane Short |
| Committee Name | Committee Chair |
| Change to Committee Page in Governance Handbook | 5/6/13 |
| Recommendation Topic | Date of Committee Meeting |

RECOMMENDATION AND EXPLANATION:

Changes in college staffing and processes have necessitated changes to the composition and procedures for the Instructional Program Review/SLOAC Subcommittee. The committee recommends adoption of the attached revised governance handbook page.

Approved by Instructional Program Review/SLOAC Subcommittee on 5/6/13.

| Date Submitted To: | | Action Taken and Date of Action (discussed, accepted, referred to, etc.) | |
|--------------------|---|---|-----|
| / | / | Academic Senate President | / / |
| / | / | Associated Student Council President | / / |
| / | / | Classified Senate President | / / |
| / | / | College President | / / |
| / | / | College Executive Committee | / / |