



Instructional Program Review and SLOAC Subcommittee

Co-Chairs: Paulette Hopkins and Julia McMenamain

Voting Members: Paulette Hopkins (Co-Chair, Instructional Admin), Lou Ascione (Instructional Admin), Wai-Ling Rubic (Faculty/BTCWI), Patricia Manley (Faculty/LA), John Salinsky (Faculty/PS), Alex Sanchez (Faculty-at-Large, MBEPS), Olga Fryszman (Faculty-at-Large/MBEPS); Julia McMenamain (Co-Chair and Faculty-at-Large/MBEPS)

Resource: Xi Zhang (Research and Planning Analyst); Eli Manalastas (Administrative Technician to the Vice President of Instruction)

Approved on 4/16/2018

Minutes of April 2, 2018

Present: Paulette Hopkins, Julia McMenamain, Patricia Manley, Alex Sanchez, Wai-Ling Rubic, John Salinsky

Guests: Linda Woods, Xi Zhang, Naomi Grisham, Eli Manalastas

Absent: Olga Fryszman, Lou Ascione

The regular bi-monthly meeting of the Instructional Program Review and SLOAC subcommittee was held on April 2, 2018. The meeting was called to order at 3:16 P.M. by Chair Julia McMenamain, a quorum being present.

Agenda/Minutes. Moved by Alex Sanchez and seconded by John Salinsky to approve the agenda. It was moved by Patti Manley and seconded by Paulette Hopkins to approve the minutes of March 19, 2018 under the condition we would seek clarity on a statement made by Duane Short.

Nominations for a New Co-Chair for IPR/SLOAC (Committee). Julia McMenamain reported that her term as IPR/SLOAC chair is almost up. Nominations for new co-chair will be taken and votes will be casted on the next meeting. Patricia Manley nominated herself for the IPR/SLOAC co-chair position.

Train Committee on Finding and Using Program Review Benchmarks and Using Interactive Data Dashboard (Zhang). Xi Zhang answered questions on the limitations on displaying more than one course in the Excel data packet. Data becomes hard to read after selecting a certain amount of courses. Zhang said Tableau is a more power tool that will be able to handle such detailed data. Some dashboards are being currently build in Tableau. A total of five Data Program analysis workshops will be offered by the research department to help with program review. Workshop Dates will be sent to Mary Kjartanson. This item will be taken off the agenda for future IPR/SLOAC meetings.

Review Upcoming Dates for Faculty and Committee; Taskstream for 2018-2021 Cycle: Deadlines for Each Semester (Committee). McMenamain mentioned faculty have four semesters to assess courses and programs.

School Program Review due date for Deans is August 1st. In Spring 2019, Program Review update is due on April 19th, in which faculty are doing the status report for the 2018-2019 cycle and the action plan for the 2019-2020 cycle. February 5, 2021 is deadline to complete tasks (assessment plan, finding, actions plans, and status report for all course and programs) with your departments. October 1, 2020 research office provides data packets.

Recommendations Regarding Program Review Related Tasks (Committee). Laura Murphy discussed the Program Review duties she was doing as the SLO coordinator. She mentioned one of the bigger responsibilities is working with the articulation office so that program list is updated every year. Coordinating all Program Review activities in Taskstream had various duties through the year. She highlighted that with the BRDS spreadsheet piece, action plan summaries need to be run by program to distribute to the department chairs. Coordination between the program review committees in terms of program review workspaces. Murphy will come up with number of hours dedicated to each of the tasks associated with Program review.

Dean's Checklist for Program Review/SLOs (Grisham). Program Review checklist was displayed and discussed. Hopkins gave a firsthand account on when she was MBEPS dean on how she would analyze programs. Zhang questioned if there was a standard rubric for Instructional Dean to follow when reviewing programs. Hopkins says, each Dean has a different outlook on their programs. Naomi Grisham reminded the Deans to look at the checklist as programs reviews are due on April 20th.

Email to department chairs (Committee). Julia McMEnamin to send out email script she created to the four point people to distribute to their department chairs.

Update from Academic Affairs/Senate: Disaggregation Pilot Results (McMenamin). Tabled.

Discuss ISLO Survey Results/Discuss ISLO Survey Results with other Committees (Committee) Tabled.

Discussion on ACCJC Recommendation #3: Evaluating Program Review Process
<http://www.sdmiramar.edu/institution/plan/review>) Tabled.

Create new ISLO Survey for Spring 2019 (Committee). Tabled.

Train on Committee on Taskstream workspaces (Committee). Tabled.

Adjournment. The meeting was adjourned by Julia McMEnamin at 4:30 P.M.

Eli Jed Manalastas