



## Instructional Program Review and SLOAC Subcommittee

Co-Chairs: Paulette Hopkins and Patricia Manley

**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), *Vacant* (Faculty-at-Large, MBEPS), Olga Fryszman (Faculty-at-Large/MBEPS); Julia McMenemy (Co-Chair and Faculty-at-Large/MBEPS), *Vacant* (Classified Staff)

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

Approved 9/17/2018

### Minutes of August 13, 2018

**Present:** Paulette Hopkins, Lou Ascione, Patricia Manley, John Salinsky, Olga Fryszman, Wai-Ling Rubic

**Guests:** Eli Manalastas, Jesse Lopez, Benjamin Gamboa, Jozsef Pente, Cheryl Vallejo

**Absent:** Alex Sanchez, Julia McMenemy

-----  
The regular bi-monthly meeting of the Instructional Program Review and SLOAC subcommittee was held on August 13, 2018. The meeting was called to order at 11:03 A.M. by Co-Chair Patricia Manley, a quorum being present.

**Agenda/Minutes.** Moved by Olga Fryszman and seconded by John Salinsky to approve the agenda. It was moved by Fryszman with Lou Ascione seconding to approve the minutes of May 21, 2018.

**Review Committee Composition, Goals, and Procedures (Manley/Hopkins).** The committee composition was reviewed, Academic Senate will be informed of Cheryl Vallejo volunteering to represent the School of MBEPS due to Alex Sanchez stepping down. Liberal Arts will be represented by Patricia Manley. Public Safety will be represented by John Salinsky. Business, Technical Careers and Workforce Initiatives will be represented by Wai-Ling Rubic. Faculty-at-Large representatives are both from MBEPS, they are Julia McMenemy and Olga Fryszman; Academic Senate will notified that they are from the same school. Classified Senate President Terrie Hubbard was emailed notifying her of Eli Manalastas' interest in taking up the *Vacant* classified staff position, awaiting response. The goals and procedures were next reviewed with IPR/SLOAC committee. John Salinsky sought clarification on #1 on committee procedures. After further discussion Salinsky made a motion to adopt the re-writing of the 1<sup>st</sup> procedure in the IPR/SLOAC Committee Page, seconded by Fryszman, with everyone in favor and none opposed. (See images below for reference on revision) Another motion was made to re-arrange the order of committee procedures, #2 would move up to #1 and #1 would now be #2 under committee procedures for IPR/SLOAC. Ascione made a motion to re-order the committee procedures with Fryszman seconding, all in favor and none opposed.

## Committee Procedures

1. Faculty/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.

### **Recommendation on revising #1 on IPR/SLOAC Committee Procedures**

The committee facilitates the process for Faculty/Administrators to complete Program Review and SLOAC reports per the college's annual planning cycle.

**Meeting Calendar 2018-2019 (Manley/Hopkins)**. Salinsky alerted the council that his teaching schedule will make him miss three meetings and will find a proxy to send from his school. The August 20<sup>th</sup> meeting was brought up for discussion, which is the first day of school. Committee members expressed their concerns about it being a busy day for the campus. Ascione made a motion to amend the calendar to remove the August 20<sup>th</sup> meeting with Wai-Ling Rubic seconding, all in favor and none opposed. The August 20<sup>th</sup> meeting has been cancelled.

**BRDS & Program Review Resource Needs Spreadsheet Update (Manley)**. Manley stated that all Deans and Department chairs received their BRDS spreadsheets for their programs. Manley has successfully figured out how each program can do their own spreadsheet and report without the assistance of the IPR/SLOAC committee. With the help of a program called Camtasia, a video has been created by Manley to show how each program can acquire their own spreadsheet. An idea for sharing the spreadsheet is setting up the G:drive to have each program drop their own BRDS spreadsheet. Manley and Gene Choe will be doing a presentation during chairs academy. Committee will go to first Academic Affairs meeting requesting sub-manager access for faculty or staff. Information that will be provided to Academic Affairs will be the same information that will be provided to Academic Senate regarding gaining sub-manager access.

**Implement Disaggregation Pilot Results – ACCJC Recommendation #2 (Manley/Hopkins)**. Hopkins gave background and review of the implementation of disaggregation pilot results. The committee needs to design a framework to collect data, and to execute what was approved by the college governance committee. Benjamin Gamboa stated that SLO data would have to be collected at the section level to identify which are online and face to face. Manley expressed the concern of collecting data by sections especially if there is only one section, because then you would be pulling data against that one instructor. How do we address the equity piece for disaggregation? It would have to be disaggregated at course level. Hopkins says we have to start this project that involves multiple departments. Will be continue to be discussed for future meetings.

**Survey Program Review and SLO Process – ACCJC Recommendation #3 (Zhang)**. Tabled.

**Instructions for faculty on how to assess courses and programs for Fall 2018 (Grisham).** Naomi Grisham will be doing a FLEX event training regarding SLOs during Fall Convocation day, this will be announced during the Adjunct Faculty Meeting.

**Create Instructions for Faculty on how to complete Program Review Update due April 19, 2019 (Manley).** Program review update will be due on April 19, 2019. Faculty will be doing status reports for their action plans for year 2018-2019. They will also be setting up the new action plan for 2019-2020. Manley will put together instructions to alert faculty on how they can meet the deadline.

**Adjournment.** Ascione made a motion to adjourn the meeting with Salinsky seconding. Meeting was adjourned at 12:12 P.M. all in favor, with none opposed.

*Eli Jed Manalastas*