



## Instructional Program Review and SLOAC Subcommittee

Co-Chairs: Paulette Hopkins and Patricia Manley

**Voting Members:** Paulette Hopkins (Co-Chair, Instructional Admin), Patricia Manley (Co-Chair Faculty/LA), Lou Ascione (Instructional Admin), Wai-Ling Rubic (Faculty/BTCWI), John Salinsky (Faculty/PS), Cheryl Vallejo (Faculty-at-Large, MBEPS), *Vacant* (Faculty-at-Large); Julia McMenamain (Faculty-at-Large/MBEPS), Eli Manalastas (Classified Staff)

**Resource:** Xi Zhang (Research and Planning Analyst); Naomi Grisham (Outcomes and Assessment Coordinator)

### Minutes April 15, 2019

**Present:** Paulette Hopkins, Patricia Manley, Lou Ascione, Xi Zhang, Eli Jed Manalastas, Julia McMenamain, Wai-Ling Rubic, Cheryl Vallejo, Naomi Grisham

**Guests:** Jesse Lopez

**Absent:** John Salinsky

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The regular bi-monthly meeting of the Instructional Program Review and SLOAC subcommittee was held on April 15, 2019. The meeting was called to order at 3:08 P.M. by Co-Chair Patricia Manley, a quorum being present.

**Agenda/Minutes.** Moved by Lou Ascione and seconded by Cheryl Vallejo to approve the agenda. The previous meetings draft minutes were moved by Lou Ascione with Julia McMenamain seconding to approve the minutes of April 1, 2019 with all in favor.

**Program Review Status Update (Manley/Manalastas).** Patti Manley shared the Program Review status update with the committee. Honors will not be counted in the final tally of those programs who are complete or incomplete. An updated file will be downloaded and shared with the Deans after the meeting.

**April 29<sup>th</sup> – Training/Outreach (Manley/Hopkins).** Manley explained that after the program review deadline, she would like to target programs who are incomplete to attend the April 29<sup>th</sup> meeting for assistance if needed.

**Program Review Equity Data Dashboard (Zhang).** Xi Zhang shared and discussed her Program Review Equity Data Dashboard in depth with the subcommittee. Program leads and Deans could use this data to help with their program review. Zhang will work on correcting null data. Zhang will look into Dean Lopez's suggestion of having another layer of privacy tacked onto this file (e.g. password security). Concerns were shared about privacy breach, but Zhang informed the committee that there are forms that can be filled out to abide by in regards to data privacy.

**Plan to Pilot Outcomes Survey (Fall 2019) and Program Review (Spring 2020) (Grisham/Manley).** About six to seven courses have volunteered for Pilot Outcomes Survey in Fall 2019. Naomi Grisham shared information received from the RP conference she attended about how PR was conducted in a survey format. She hopes to pilot something in Spring 2020.

**Program Review Survey Feedback and Requested Rubric (Committee).** Eli Manalastas will share the revised PR rubric to the subcommittee after the meeting.

**College Wide Outcomes and Assessment Facilitator Recruitment (Manley/Hopkins).** Nothing to report.

**Committee Composition, Goals and Procedures approved by Academic Affairs, Next Steps - Update (Manley/Hopkins).** Manley reported that the recommendations by the subcommittee have been approved at CEC. The subcommittee is still unsure who will be updating the website to reflect the changes.

**Revisit Disaggregation Plan – ACCJC Recommendation #2 – Pilot & Modality Update (Manley/Grisham).** Discussed earlier in the meeting.

**Create Instructions for Faculty on how to complete Program Review Update due**

**April 19, 2019 (Manley).** Manley shared that she has received positive feedback on the Camstasia video. This item will be removed from future meetings.

Motion made by Wai-Ling Rubic and seconded by Ascione to adjourn the meeting at 4:22 P.M.

*Eli Jed Manalastas*