APPROVED

San Diego Miramar College
Instructional Program Review and SLOAC Subcommittee
Meeting Minutes
November 8, 2011, 4:00 – 5:30
M-202

Present: D. Short, M. Hertica, P. Hopkins, D. Miramontez, L. Hahn, B. Haidar, J. Salinski, S. Schwarz, L. Ascione, R. Monroe, R. Barnes

1) Call to order – 4:08 pm

2) Approval of agenda – Approved with removal of one item

3) Approval of minutes from last meeting – Approved with edits

4) Old Business
a) Evaluation of 2011-12 cycle and development of 2012-13 form
     The committee discussed how to include the goals description and target date in the PR form for the Current Cycle Goals section of the form.

     The committee discussed what should be done with the PR reports that are not from a program listed in Appendix D. It was agreed that they should not be uploaded into the "G" drive.

     The committee discussed the "Program Review Submission Process" Flowchart and decided to remove the "Originator" from the flowchart.

     Program Overview – The description will be pre-populated from the course catalog, and the curriculum 6yr review data will be provided in an appendix.

     The committee discussed how we could use the research data to find the success and retention rates for the online course offerings. D. Miramontez stated that it is possible to provide the information to all 26 programs, but suggested that we should use the ad hoc research form to obtain that data.

Future agenda item – PR research data packet

     The committee discussed the value of the SWOT analysis portion of the PR form, and the consensus felt that it is an important part of the self reflection needed in the PR form.

     The committee made revisions to the Needs section of the PR form. Sections 1-3 completed and the committee will continue with section 4 and the appendices during next meeting.

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b) List of basic SLO terminology
 B. Haidar presented the glossary of SLO Terminology to the committee.

5) New Business

a) Incorporation of CTE items in program review – Tabled

b) Program review for instructional support programs – Tabled

6) Information Items
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7) Roundtable / Announcements
 PR/SLOAC meeting for the 29th of November is canceled.

 Reports are being uploaded to the "G" drive as they are coming in.

 A committee strengths and weaknesses form will be sent out to the PR/SLOAC committee members

8) Adjournment – 5:28 pm