**APPROVED**

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San Diego Miramar College
Instructional Program Review and SLOAC Subcommittee


Meeting Agenda

Tuesday, February 28, 4:00 – 5:30
M202

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

1. Call to order – 4:20 pm

2. Approval of agenda – approved by consensus

3. Old Business
   a. Governance process SWOT analysis – D. Short asked committee members to send him any inputs for the governance process SWOT analysis using the form he had previously emailed out.

   b. 2012-13 report form finalization
      i. Reorganization of Data Analysis and SLOAC sections – The committee discussed the reorganization of the Data Analysis and SLOAC sections in regards to what the ACCJC expects for evidence in the accreditation report. The committee approved the overall reorganization of these sections into Course, Program, and Institutional level sections. The committee also approved removal of the existing Program Review Data Analysis section, removal of the existing Course Level SLOAC table, and addition of the new Course Level SLOAC table and questions. The committee decided not to include a table tracking the publishing of course level SLOs in syllabi: While the committee agreed that it is necessary to publish course level SLOs in syllabi, it was decided that the PR/SLOAC report is not the appropriate place to track this data. The committee also discussed whether or not to include charts showing trends of student achievement outcomes in the PR/SLOAC report. No final decision was made on this item and D. Short stated that the discussion and review of the PR/SLOAC report would be continued at the

next committee meeting.

4. New Business
   a. Program review for instructional support programs – D. Short gave a description of offices that provide instructional support to students and asked the committee if these instructional support offices should be reviewed. The committee agreed that the instructional support programs should follow the instructional program review process, but that the forms they use might be different. D. Miramontez suggested that a workgroup be formed with representation from the Students Services and Administrative Services program review committees to establish best practices for the review process of these instructional support offices.

      D. Short, S. Schwarz, and J. Buckley will contact the chairs of the Students Services and Administrative Services Program Review committees to: 1) Obtain their program review forms and discuss their process's strengths and weaknesses, 2) begin discussion of a unified definition of what is a program, and 3) begin discussing the possibility of merging all three program review committees into one single committee.

      The committee approved by consensus to form the aforementioned work group.

5. Information Items
   a. Status of governance handbook change proposal – D. Short announced that the governance handbook change proposal has been approved by the Academic Standards Committee, College Governance Committee, and Academic Senate and is now making its way to CEC. D. Short is not aware of any issues or opposition to the proposal.

6. Roundtable / Announcements – The committee discussed changing the day and time the committee would meet. Possible dates and times: Tuesdays from 4:30 – 6:00 pm and Thursdays from 4:00 pm – 5:30 pm. After discussion, the committee decided not to change the meeting dates and times.

7. Adjournment – 5:39 pm