

**APPROVED**

San Diego Miramar College  
Instructional Program Review and SLOAC Subcommittee  
Meeting Minutes

Tuesday, March 27, 2012, 4:00 – 5:30

M-202

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

1) Call to order – 4:14 pm

2) Approval of minutes - with changes by unanimous vote 4:16 pm

2) Approval of agenda – by consensus

3) Old Business

a) 2012-13 report form finalization - The committee continued to revise the PR Annual Report and also revisions were made to the appendices.

The committee discussed how the PR data sets could be made available at the same time the form would be distributed to the individual programs.

The committee had a discussion as how the PR process can be made to be more user-friendly in the future and concern was raised that the form was becoming cumbersome. The committee agreed that the form and process will continue to be streamlined and made as user friendly as possible.

b) Program review for instructional support programs - D. Short gave a report. He stated that he has been in contact with the program review committees on campus and that he will continue to work with the other committees to garner best practices and will report back to the PR/SLOAC committee.

4) New Business

a) Strategic Plan shared governance input - The committee reviewed the draft Strategic Plan shared governance template input document that D. Short had distributed prior to the meeting. The document maps the committee's functions to specific strategies from the Strategic Plan. It

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also provides a list summarizing significant accomplishments and activities over the past three years. After review, the committee voted to approve the document with no changes.

b) Program review data coaching - D. Miramontez gave a report on PR research needs. It was suggested that PR data is first examined at a broad level. If the data is not sufficient to make a decision, then an ad hoc research request should be made and data coaching (data analysis or one-on-one assistance) should be utilized.

c) 2012-13 program review data set - Best practices as how to use the data set shall be held in a future meeting contained in old business.

5) Information Items - J. Buckley announced that he and B. Haidar have been approved to use the CALPASS system.

6) Roundtable / Announcements - Next meeting will be on April 4<sup>th</sup>.

7) Adjournment – 5:33