

APPROVED

San Diego Miramar College

Instructional Program Review and SLOAC Subcommittee

Meeting Minutes

Monday, February 4, 2013, 3:00-4:30

L-108

Present: G. Beitey, C. Booth, J. Buckley, L. Hahn, P. Hopkins, D. Miramontez, L. Murphy, L. Ornelas, J. Salinsky, S. Schwarz, D. Short, B. Stephens

- 1) Call to order – 3:05pm
- 2) Approval of agenda – approved by consensus
- 3) Approval of minutes from last meeting – approved by consensus
- 4) New Business
 - a) SLO Plan for Sustainability

L. Murphy presented a draft SLO Plan for Sustainability structured from the ASCCC rubric that details actions and status. The goal is for the college to achieve the “sustainable” level by fall 2013. The committee reviewed the document and offered several suggested changes, primarily to the “status” section. After discussion the committee voted to approve the document with changes. L. Murphy agreed to make the changes and email the revised document to the committee membership for a final check before submitting it to the Academic Affairs committee. D. Short agreed to prepare the appropriate routing form and provide it to L. Murphy, who will bring the document and routing form to Academic Affairs.
- 5) Old Business
 - a) Instructional support services program definition and list

D. Short presented a revised definition of “program” that would incorporate instructional support services. After discussion, the committee decided to leave the definition of “program” as it is (referring only to instructional programs) and instead use the term “instructional service” to denote instructional support service areas. The committee also agreed to incorporate a list of instructional services in Appendix A. D. Short agreed to make these changes to the annual update form.
 - b) 2013-14 annual update form

D. Short presented the draft annual update form with modifications incorporated based on suggestions at the previous meeting. The committee drafted definitions for some terms used in the form and made other changes related to the resource request section. L. Murphy explained that Taskstream could facilitate things like the routing of resource requests. After these edits and further discussion the committee voted to approve the form for use in the 2013-14 annual update program review cycle and to forward for final approval. D. Short agreed to bring the form to Academic Affairs for approval.

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J. Buckley pointed out that the program review process currently has no evaluative component that would provide suggestions and feedback to programs. After a short discussion D. Short agreed to add this as an agenda item to a future meeting.

6) Information Items

a) Program review cycle timing

D. Short reported that this recommendation is to be reviewed by Academic Affairs at its next meeting.

b) Committee co-chair election

D. Short reported that he is completing his fourth year as faculty co-chair of the committee and that he would not run for re-election after this semester. He asked any interested faculty members to contact him if they would like information about the duties of the faculty co-chair. He also indicated that he had informed the Academic Senate of the upcoming vacancy.

7) Roundtable / Announcements

a) L. Murphy asked committee members to participate in the “sandbox” evaluation exercise with Taskstream and to provide their feedback since this will help in making the decision whether or not to purchase the software.

b) Next meeting Monday, March 4, 3:00-4:30

8) Adjournment – 4:30pm.