Instructional Program Review and SLOAC Subcommittee

Meeting—Monday, September 16, 2013

Present at meeting: Channing Booth, Dan Willkie, Duane Short, Lynne Ornelas, Paulette Hopkins, Julia Gordon**,** Laura Murphy**,** Namphol Sinkaset.

Call to order: 3:11pm

1. Agenda approved
2. Minutes from May 2013 approved
3. Announcements
   a. Meeting dates and times confirmed—1ˢᵗ and 3ʳᵈ Mondays at 3pm
   b. Committee membership – Paulette welcomed the members and announced committee membership representation & non-voting members.
      i. Channing Booth - LA, Namphol Sinkaset – MBEPS, John Salinsky – PS, Dan Willkie – BTCWI, Lynne Ornelas – Management, Duane Short – Faculty Rep, Laura Murphy – Faculty Rep, Julia Gordon – non-voting.
   c. PR Update form & Program Data
      i. Course and program enrollment data for past 5 years recently uploaded into G-drive by VPI office.
4. Old Business
   a. Committee Governance Page Changes
      i. Additions to committee membership & Goals are awaiting approval by CGC, after which they will be sent to the Senate and other groups for approval.
      ii. Debate over word "all" in program review description—shall be taken out, Paulette to report that to Academic Affairs.
      iii. Question over college governance website links for committee handbook & committee links was discussed as not being the same. Paulette reported that Buran Haidar had said that the handbook was accurate and the committee links were not. Paulette will work with webmaster to make changes.
   b. Revised new ISLO - L. Murphy shared that the new ISLOs were more inclusive for student services, etc.; Laura will review institutional requirements to recommend changes to ISLOs and report back.
   c. Progress of College-wide PR Committee
      i. Laura reported that the task force is analyzing current PR structures and shared with committee proposed structure for new college-wide PR committee;
      ii. Question arose, "To whom should PR report?" Discussion included confusion with reporting line for the PR committee. Committee members agreed that this committee should report directly to PIEC and if not, then it made little sense for committee co-chairs to be required to attend PIEC and PIEC Steering.

      iii.   Laura also reported that the recommendations will most likely change the current 3 separate PR committees to 2 college-wide committees (Program Review & SLO).

      iv.   There was discussion to move away from SLO name and rename second college-wide committee "Outcomes Assessment;" D. Short moved to change name to "Outcomes Assessment" rather than Student Learning Objectives b/c of other types of goals (administrative, instructional, organizational…) Committee agreed. This Outcomes & Assessment subcommittee is needed to carry assessments to a higher level and this will demand more work to assess all outcomes; program outcomes assessments needs to be cyclical.

      v.   Other recommendation: need new Library &Tech dean to be member of these 2 campus-wide committees as well as PIEC and offer leadership for this effort.

      vi.   Laura offered waiting to dissolve 3 PRs into one (motion awaiting approval)

      vii.   Laura to go to CGC to report our recommendations.

   d.   PR cycle for CTE programs

      i.   Switch to 3 year cycle PR for entire college (as opposed to annual).

      ii.   Paulette will report this CTE preference to Academic Affairs, our parent committee.

5.   New Business

   a.   Committee faculty co-chair vacancy

      i.   PIEC meetings 2x/month + steering meetings 2x/month

      → 4 meetings/month

      ii.   Decision: split meeting responsibilities amongst members for now; rotating schedule:

         Julia Gordon - Sept. 27
         Namphol Sinkaset - Oct. 11
         Laura Murphy - Oct. 25
         Duane Short - Nov. 22
         Channing Booth - Dec. 13

   b.   2013-2014 PR Update Report Form

      i.   D. Short pre-populated program goals, strategies, objectives, etc. into new PR Update charts for all college programs and sent them out via email to chairs, deans, etc. on May, 24, 2013.

      ii.   Paulette asked committee members to offer their assistance to faculty in their schools with questions regarding completing the new Update form.   Update is due on October 1.

      iii.   Paulette shared an example PR Update Report using the Math Program.

Adjournment: 4:32pm