

# San Diego Miramar College

## Instructional Program Review and SLOAC Subcommittee

### Minutes

Meeting Date and Time: Monday, March 16, 2015 from 3:04 PM to 3:43 PM

Location: L-108

Voting Members Present: Namphol Sinkaset (co-chair, faculty, MBEPS); Paulette Hopkins (instructional admin, MBEPS) and as proxy for Roanna Bennie (co-chair, instructional admin); John Salinsky (faculty, PS); Pablo Martin (faculty, LA); Julia Gordon (faculty-at-large, MBEPS)

Voting Members Absent: Roanna Bennie (co-chair, instructional admin); Dan Willkie (faculty, BTCWI)

Nonvoting/Resource Members Present: Laura Murphy (College-wide Outcomes and Assessment Facilitator); Daniel Miramontez as proxy for Xi Zhang (Research and Planning Analyst)

Nonvoting/Resource Members Absent: Xi Zhang (Research and Planning Analyst); Alex Sanchez (faculty, MBEPS, nonappointed)

#### Meeting Called to Order at 3:02 PM

##### 1. Standing Items

###### 1.1. Adoption of Agenda

Motion to adopt the agenda was made by P. Hopkins and seconded by P. Martin. Hearing no objections, the agenda was adopted.

###### 1.2. Adoption of Minutes from Meeting of March 2, 2015

Motion to adopt the minutes was made by P. Martin and seconded by P. Hopkins. Hearing no objections, the minutes were adopted.

##### 2. Unfinished Business

##### 3. Information Items

###### 3.1. Update on Subcommittee Membership

N. Sinkaset reported that no new information regarding the vacant faculty-at-large position had been received. The subcommittee was reminded that a future discussion item exploring the possibility of recommending to the College Governance Committee that the position be removed would be on an upcoming agenda.

##### 4. Discussion Items

###### 4.1. Comparison to Institutional Benchmarks in Program Review (Strategic Goal #1)

#### San Diego Miramar College 2013-2019 Strategic Goals

1. Provide educational programs and services that are responsive to change and support student learning and success.
2. Deliver educational programs and services in formats and at locations that meet student needs.
3. Enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.
4. Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.

N. Sinkaset began discussion by stating that the program review template was not approved at the last CEC meeting due to a call for clarification on the benchmarking section. The subcommittee was reminded that benchmarking had been agreed upon at previous levels with the understanding that programs would compare certain criteria to the institutional benchmarks already in place.

A question was asked about what happens if a program is above the institutional benchmark, and it was agreed that the program would then set its own benchmark, perhaps based on a 5-year average in that area. Initially, the institutional benchmarks provide a convenient place to start so that program can see how they are contributing. It was noted that programs would not be held to the benchmark, but benchmarking itself comes back to accountability.

The following three areas were agreed upon to be benchmarked: degrees/certificates awarded, success rates, and retention. L. Murphy will format this section for the subcommittee to review at the next meeting.

#### 4.2. Program Review Timeline (Strategic Goal #1)

N. Sinkaset presented the revised program review timeline for the next cycle and asked for additional comments or suggestions. With none forthcoming, the subcommittee agreed that the proposed timeline would come back in the fall as an action item for recommendation to Academic Affairs.

#### 4.3. Course and Program SLO Cycle Activity (Strategic Goal #1)

L. Murphy reported that status reports had been sent to deans, chairs, and liaisons. Additionally, Academic Affairs has been working on GEs and is resurrecting program review for GEs.

Questions were then asked about the upcoming ACCJC annual report. Data for the report had already been pulled from Taskstream and items for the report have been calculated using different methodologies, leading to different numbers. Depending on the methodology used, 70-80% of courses/programs have ongoing assessment in place. CEC will make the final decision as to which methodology would be used. It was noted that the transition to Taskstream has affected these numbers.

#### 4.4. SLOs in Course Outline of Record (Strategic Goal #1)

N. Sinkaset began discussion by referencing the e-mail from Shelly Hess at District regarding SLOs in the official course outlines of record as mandated by ACCJC. It was clarified that this did not mean that every campus would need to agree on course SLOs; rather, three separate SLO sections would be created for each campus.

It was noted that the whole SLO movement seems to be a move towards greater homogeneity amongst classes at different institutions such that a student gains the same knowledge.

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5. Action Items

6. Adjourn

**Meeting adjourned at 3:43 PM.**

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