

San Diego Miramar College
Instructional Program Review and SLOAC Subcommittee

Minutes

Meeting Date and Time: Monday, October 5, 2015 from 3:05 PM to 4:28 PM

Location: L-108

Voting Members: Paulette Hopkins (co-chair, instructional admin); Namphol Sinkaset (co-chair, faculty, MBEPS); Fred Garces (instructional admin); Dan Willkie (faculty, BTCWI); Alex Sanchez (faculty at-large, MBEPS)

Voting Members Absent: John Salinsky (faculty, PS)

Nonvoting/Resource: Xi Zhang (Research and Planning Analyst); Laura Murphy (College-wide Outcomes and Assessment Facilitator); Margarita Sánchez (Staff, Instruction)

Nonvoting/Resource Members Absent: Julia Gordon (faculty, MBEPS)

The meeting was called to order at 3:05 p.m.

1. Standing Items

1.1. Adoption of Agenda

Agenda was amended to include topic *4.6 Process for Course Deactivation*.

Motion to approve October 5, 2015 amended agenda carried. Motion made by D. Willkie and seconded by A. Sanchez.

1.2. Adoption of Minutes from Meeting of September 21, 2015

Amendment to item *4.2 Status of SLO Cycle Completion/Program Review Progression*

L. Murphy's comment regarding the Taskstream report and the absence of quality control measures. Motion to approve September 21, 2015 amended minutes carried. Motion made by A. Sanchez and seconded by D. Willkie.

2. Unfinished Business –None.

3. Information Items –None.

4. Discussion Items

4.1. Status of SLO Cycle Completion/Program Review Progress

L. Murphy presented to the committee an excel file showing areas of completion for Program Review. There was clarification that "Complete" is a liberal statement in that the report will show a section is complete if someone has accessed the workspace on Taskstream and even if they did not complete entering data into the workspace. The report is current as of Friday October 2, 2015. It was asked by the subcommittee if a

report that showed actual percentage of work completion in Taskstream could be generated.

It was also questioned whether the assessment numbers will be lower this cycle. Laura stated that and that until our numbers for the current cycle are complete, our numbers for reporting on outcomes assessment completion will be based on the 2013-2015 cycle. We are currently in Phase 1 of the current 2015-2018 cycle; the subcommittee inquired about the creation of a diagram that shows what and when something is due for accountability purposes and L. Murphy said she would create for the next meeting.

4.2. Incentives for Completing SLO Work

The subcommittee discussed the need to reach a consensus on possible incentives to elevate compliance in completing Taskstream data entry. Three possible incentives were identified. The first would be to provide committee release time for faculty to complete Taskstream data entry. A second option would be to use monetary support (ESUs) or FLEX credit for faculty leads coordinating outcomes assessment for their department and completing data entry. A third option discussed would be the ineligibility for resources with the possibility of disciplinary action. It was noted that management would not like to use punitive measures such as disciplinary action to raise compliance with SLO completion and data entry in Taskstream. Instead it was suggested that departments be asked to increase the frequency of their departmental meetings as an alternate option to raising compliance. However, this may not be a "one-size fits all" approach for all departments. The subcommittee questioned itself on whether it should be asking departments more often what can be done to help them. Furthermore, the subcommittee raised the question about what the college should do to encourage compliance and what should be done when faculty do not complete their program review work on time. It was determined that the conversation be taken to the Academic Affairs committee or that perhaps the conversation must be taken to the deans. The subcommittee agreed that it will forward the three incentive options to the Academic Affairs committee which include committee release time, flex credit, and dean visitation at departmental meetings. The subcommittee recognizes that the choice and implementation of the incentives is not the sole charge of the IPR/SLOAC subcommittee and that the Academic Affairs committee should be involved in determining proper incentives for work completion. Topic *4.2 Incentives for Completing SLO Work* will be brought back for discussion one more time before being forwarded to the Academic Affairs committee.

The IPR/SLOAC subcommittee also discussed purchasing of the LAT Taskstream software that could aid faculty in gathering student learning outcomes data on a student by student basis and managing subsequent disaggregation of results. Adding assessment to grading sheets by way of adding standard form or column was also discussed as a convenient and efficient way to gather student data.

4.3. Program Review Timeline

The October 2015 deadline has now passed. The IPR/SLOAC subcommittee will work on the template for January 2016 so that program faculty have more time to work on program data entry. Time for the deans to review programs and complete their school

goals should be included in the Program Review Timeline as well. The Program Review Timeline should be edited to allow more time for work completion, a possible Program Review due date in April was suggested by subcommittee members. The members of the subcommittee mentioned that the current due date for Program Review was chosen because it aligned with the budget cycle and data reports. It was suggested that a spring due date for Program Review updates would be beneficial for faculty to gain experience with spring data entry. A second suggestion for the timeline was to reformat the cycles as tables to reflect 'Review' and 'Update' years; the table will be created by L. Murphy and then be brought back to this subcommittee for review. The subcommittee discussed the possibility of making the RFF forms available at the beginning of the year so that needs may be identified through Program Review in April and subsequently populated into the RFF Forms.

4.4. Restructuring of Programs in College Catalog

L. Murphy presented to the subcommittee the 2016-2017 Program List chart created by Mara Sanft and Duane Short. This chart and the 2016-2017 Catalog Input forms were distributed to the college's department chairs through the G-Drive. The Catalog input forms will be completed and returned to the Vice President of Instruction by November 1, 2015. The forms were pre-populated with Program Learning Outcomes information from Taskstream but since some Taskstream users did not properly follow the instructions there will be some discrepancies in the forms. The subcommittee noted that the chart should have come to the IPR/SLOAC subcommittee since it is the only group on campus that deals with instructional programs. L. Murphy said she would send out a guide to "creating program outcomes" to chairs/faculty as a follow up to M. Sanft's email.

4.5. 2016-2017 Program List

The 2016-2017 Program List was developed collaboratively with D. Short and L. Murphy. L. Murphy will bring the list to the IPR/SLOAC subcommittee and then get passed along through the various college governance committees.

4.6. Process for Course Deactivation

It was mentioned in the subcommittee that the Vice Chancellor of Instruction was asked to take leadership to deactivate any classes not offered in the last X number of years. Currently there is no defined process in place for course deactivations. Course deactivation is not currently assigned to anyone but discipline faculty. The Curriculum Committee has a policy that courses should be deactivated if not offered every three years but there is currently no oversight of this. D. Short, Curriculum Rep, will report back on district plans to begin a deactivation list with an opt-out option for college courses chosen for deactivation.

5. Action Items

5.1. Program Review Timeline

Motion to postpone this item to the next subcommittee meeting carried. Motion made by D. Willkie and seconded by A. Sanchez.

6. Adjourn

The meeting was adjourned at 4:28 p.m.