

APPROVED 03/07/16

Instructional Program Review and SLOAC Subcommittee

Co-Chairs: Paulette Hopkins and Namphol Sinkaset

Minutes of February 1, 2016

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

Voting Members Absent: None.

Nonvoting/Resource: Xi Zhang (Research and Planning Analyst); Laura Murphy (College-wide Outcomes and Assessment Facilitator); Julia Gordon (faculty, MBEPS); Jessica McCambly (faculty, LA) Katinea Todd (Staff, Instruction)

The regular bi-monthly meeting of the Instructional Program Review and SLOAC Subcommittee was called to order at 3:08 p.m. by Co-Chair N. Sinkaset, a quorum being present.

1. Standing Items:

1.1. Adoption of Agenda.

It was moved by F. Garces, seconded by A. Sanchez, and unanimously carried to adopt the agenda for February 1, 2016.

1.2 Adoption of Minutes.

It was moved by A. Sanchez, seconded by D. Willkie, and unanimously carried to approve the Minutes of November 2, November 16, and December 7, 2015, as a group.

2. Unfinished Business: None.

3. Information Items:

3.1. Report on Spring FLEX Presentation on Program Review.

N. Sinkaset reported that no one attended the Program Review presentation offered during Flex Week, and he thanked J. Gordon for her work on the presentation; P. Hopkins advised that it can be repeated at a later time. L. Murphy reported that the two open-lab TaskStream sessions, and the adjunct orientation for SLOs, which she presented during Flex Week had low attendance. She introduced Jessica McCambly, who is a new contract faculty in the Art Department.

4. Discussion Items:

4.1. Program Review Template Modification.

L. Murphy gave an update of the Program Review Template Modification. She reported that she met with B. Bell and D. Buser, they determined what fields are needed by the BRDS Committee, and they developed a plan. She's creating a demo template for them to review,

and if it meets their needs, she will bring it to this Subcommittee for review and input at its next meeting. The Subcommittee discussed additional ideas for the Template, and discussion will continue at the next meeting.

4.2. Current Status of Overdue Course/Program SLOs.

L. Murphy reported that the 2013-15 cycle has ended, and the numbers entered through the end of February will be reported to ACCJC in terms of ongoing assessment. Currently, our course outcome assessment cycles have a completion rate of 64%, and we are at an 82% completion rate for programs. Many faculty are in the process of deactivating courses, which will help our numbers a little, and she working with other faculty to get us up-to-speed in other areas. The numbers are due to ACCJC in February and the report is due in March. There was discussion on ways to motivate faculty to input their SLOs into TaskStream by the end of February to improve those numbers. P. Hopkins requested a specific list of what departments have not input their SLOs so she can start approaching the faculty.

4.3. ISLO Assessment, Survey, and other Ideas.

N. Sinkaset summarized last semester's discussion on Institutional Student Learning Outcomes and reminded the Subcommittee that it needs to concretely define what it wants to do for Fall 2016. The Subcommittee discussed suggestions for targeting people for an exit survey or for actual assessment, and it was agreed by consensus to edit and redo last year's assessment.

4.4. Future Faculty Co-chair of IPR-SLOAC.

N. Sinkaset announced that his term as faculty co-chair is ending at the end of the Spring semester, and he will not be able to continue because his department needs him. This Subcommittee needs to consider who his replacement will be, and an election to replace the faculty co-chair will be held around Spring Break. P. Hopkins advised that there is clerical support available from her assistant. She also suggested moving the Subcommittee meetings to the N Building for the rest of the semester, and it was agreed to meet in N-206, beginning with the next meeting on March 7th.

5. Action Items: None.

6. Adjournment:

The meeting was adjourned at 4:30 p.m.

Katinea A. Todd