

INSTRUCTIONAL PROGRAM REVIEW AND SLOAC SUBCOMMITTEE

Co-Chairs: Paulette Hopkins and Namphol Sinkaset

APPROVED 04/04/16

Minutes of March 21, 2016

Voting Members: Paulette Hopkins (Co-Chair, Instructional Admin), Fred Garces (Instructional Admin), Dan Willkie (Faculty, BTCWI), Jessica McCambly (Faculty, LA), Namphol Sinkaset (Co-Chair/Faculty, MBEPS), John Salinsky (Faculty, PS), Alex Sanchez (Faculty at-Large, MBEPS), Julia McMenamain (Faculty at-Large, LA)

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

Present: Paulette Hopkins, Namphol Sinkaset, Fred Garces, John Salinsky, Alex Sanchez, Julia McMenamain, Xi Zhang, Laura Murphy, Katinea Todd

Absent: Dan Willkie, Jessica McCambly.

The regular bi-monthly meeting of the Instructional Program Review and SLOAC Subcommittee was called to order at 3:05 p.m. by Co-Chair Namphol Sinkaset, a quorum being present.

1. **Standing Items:**

1.1. **Adoption of Agenda.** Item 4.4 was added to the agenda, and it was moved by Fred Garces, seconded by Paulette Hopkins, and unanimously carried to adopt the revised agenda for March 21, 2016.

1.2. **Adoption of Minutes.** It was moved by Garces, seconded by Alex Sanchez, and unanimously carried to approve the Minutes of March 7, 2016.

2. **Unfinished Business:** N/A.

3. **Information Items:**

3.1. **Report from Academic Affairs.** Laura Murphy reported that she presented the Program Review template and checklist at Academic Affairs on March 17th, and

overall it was well received. There was a concern raised about how to handle the timing of producing the BRDS chart, given that the Program Review deadline is April 22nd and the download of the resource request items won't occur until the first week of Fall. Faculty wanted the flexibility to be able to go in during the summer and make changes. Hopkins and Garces reported that BRDS addressed this topic at its March 18th meeting and will continue to work with Murphy and this subcommittee and will adjust its deadline for RFFs.

- 3.2 Election of Faculty Co-chair of IPR-SLOAC. The subcommittee decided that the faculty Co-chair election will be held at the next meeting.
- 3.3 IPR/SLOAC Subcommittee and Accreditation Report. Murphy reported that every accreditation standard contains outcomes assessment and that outcomes assessment should lead to actions and changes. She recommended that we integrate a function for the committees where part of the charge is to monitor what we're saying in the accreditation standard and make sure we're doing what's in there or updating if there's a change. She is reviewing the draft report for gaps so they can be addressed before the accreditation visit, and discussion will continue at the next meeting.
- 3.2. Disaggregation of SLOs Project. Murphy reported that we are now being asked to disaggregate and analyze learning outcomes and achievement for subpopulations of students, identify gaps, and implement strategies including allocation or reallocation of resources to mitigate gaps and involvement. Discussion followed with suggestions for compliance with this new requirement. Murphy also said that ACCJC wants to see publication of assessment reports and action plans and program reviews, and she will research whether other colleges post their program reviews. She is trying to revamp the assessment and outcomes webpage to make it more transparent and to show how SLOs are being used to improve assessment.

4. Discussion Items:

- 4.1. Program Organization Chart. Murphy reported that the new yoga teacher program has been added to the approved program chart and that our program definition now aligns with that of Title V. She recommended that this subcommittee reach out to faculty, departments and chairs to determine what information they want to see in the program scan.
- 4.2. ISLO Survey Modification. The subcommittee discussed parameters for a new ISLO survey for Fall 2016. Namphol Sinkaset will prepare a draft survey during Spring Break for discussion at the next meeting.
- 4.3. Future College-wide Outcomes and Assessment Committee. Murphy reminded this committee that two years ago it discussed what should happen in a program review committee and in an outcomes and assessment committee, and determined that for optimum efficiency those two processes should be separated in terms of committee work, although not in terms of integration or communication with one another. That recommendation was not accepted at the time, but is now being reconsidered by the PIEC Committee. PIEC has suggested an outcomes and assessment committee to function as a subcommittee of PIEC with direct function and reporting planning, and Murphy was asked to draft something for PIEC's consideration. She presented and discussed with this committee a draft membership chart and a scope of committee functions, and will take its feedback to PIEC after Spring Break.
- 4.4. April 4th IPR/SLOAC Subcommittee Meeting. The subcommittee decided to meet on April 4th due to the amount of work needing to be done. Agenda items will include the faculty co-chair election, the ISLO Survey, and the accreditation gap analysis.

5. Action Items: None.

6. Adjournment: The meeting was adjourned at 4:17 p.m.

Katinea A. Todd