

**INSTRUCTIONAL PROGRAM REVIEW AND SLOAC SUBCOMMITTEE**

Co-Chairs: Paulette Hopkins and Julia McMenamain

**APPROVED 12/05/16**

**Minutes of November 7, 2016**

**Voting Members:** Paulette Hopkins (Co-Chair, Instructional Admin), Fred Garces (Instructional Admin), Dan Willkie (Faculty, BTCWI), John Salinsky (Faculty, PS), Alex Sanchez (Faculty-at-Large, MBEPS), Laura Murphy (Faculty-at-Large/MBEPS); Julia McMenamain (Co-Chair and Faculty-at-Large/MBEPS)

**Non-voting/Resource:** Xi Zhang (Research and Planning Analyst), Katinea Todd (Staff, Instruction)

**Present:** Paulette Hopkins, Julia McMenamain, Alex Sanchez, John Salinsky, Laura Murphy, Katinea Todd;

**Absent:** Fred Garces, Dan Willkie, Xi Zhang

-----

The regular bi-monthly meeting of the Instructional Program Review and SLOAC Subcommittee was held in Room M-102 on November 7, 2016. The meeting was preceded by a Work Time from 3:00-3:30 p.m. and was subsequently called to order at 3:31 p.m. by Co-Chair Julia McMenamain, a quorum being present.

**Agenda/Minutes.** It was moved by Alex Sanchez, seconded by Paulette Hopkins, and unanimously carried to approve the November 7<sup>th</sup> agenda. It was moved by Laura Murphy, seconded by Alex Sanchez, and unanimously carried to approve the minutes of the October 3, October 17, and October 31, 2016, meetings.

**Quality Focus Essay.** Murphy led a discussion on feedback to Miramar's Quality Focus Essay Appendix and will incorporate the subcommittee's suggestions into the draft document.

**SLO Website.** Murphy demonstrated and discussed the SLO Website,. The subcommittee discussed whether SLOs should be in faculty evaluations. It was noted that the deans check syllabi to see if SLOs are included, but do not check to see whether all the SLOs are there. Murphy will send out a statement informing faculty to not update TaskStream for a

certain period during accreditation. Currently, SLOs are not listed on course outlines, only course objectives. We will need to give our SLOS to the District so that they can integrate them into the course outlines and course syllabi. We will need to check course outlines and syllabi to see if SLOs are included. Murphy reminded the subcommittee of the ACCJC requirement that we disaggregate our SLOs. Several methods of disaggregation were considered, and Murphy will get a sample report from Aqua for review.

Program Review Diagram. Murphy presented and discussed the PR diagram and narrative which was previously provided to the subcommittee for review. It was moved by McMEnamin, seconded by Sanchez, and unanimously carried to forward the diagram and narrative to the PIE Committee with some changes.

Program Review Website. Discussion was postponed.

Adjournment. The meeting was adjourned at 4:38 p.m.

*Katinea A. Todd*