

**INSTRUCTIONAL PROGRAM REVIEW AND SLOAC SUBCOMMITTEE**

Co-Chairs: Paulette Hopkins and Julia McMEnamin

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 McMEnamin (Co-Chair and Faculty-at-Large/MBEPS)  
Non-voting/Resource: Xi Zhang (Research and Planning Analyst); Katinea Todd (Staff, Instruction)

**APPROVED 03/06/17**

**Minutes of February 6, 2017**

**Present:** Paulette Hopkins, Julia McMEnamin, Fred Garces, Alex Sanchez, John Salinsky, Laura Murphy, Xi Zhang, Katinea Todd

**Guests:** Wai-Ling Rubic and Cheryl Vallejo

**Absent:** Dan Willkie

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The regular bi-monthly meeting of the Instructional Program Review and SLOAC Subcommittee was held on February 6, 2017. The meeting was called to order at 3:07 p.m. by Co-Chair Julia McMEnamin, a quorum being present.

**Agenda/Minutes.** It was moved by Alex Sanchez, seconded by Laura Murphy, and unanimously carried to approve the meeting agenda. It was moved by Fred Garces, seconded by John Salinsky, and unanimously carried to approve the meeting minutes of January 23, 2017.

**SLOs for 270, 290, 296 277D Courses.** Murphy reminded the committee that we have to send course SLOs to the District by February 10 for uploading into CurricUNET. We were provided with a list of courses that the District saw as active, and we've been reviewing them to see which ones are still active. After discussion with Duane Short, Curriculum Committee Chair, Murphy recommended to this committee that we do not develop SLOs for 290 and 296

independent study courses because they are not recurring courses and many are not in the catalog, nor do they have a defined goal because they are all independent. She suggested that we suggest that to the District.

270 and 277D work experience and service learning courses are different. After discussion with Short, Murphy recommended that we come up with the same SLO to apply to all the 270 and 277D courses in the different disciplines. Hopkins will take this recommendation and request for support to Academic Affairs Committee on February 16. She and McMenemy will advise the Academic Senate President, and Hopkins and Garces will advise Deans' Council. Murphy will make sure all the 270 and 277D courses are in TaskStream with help from the VPI's staff. It was moved by Laura Murphy, seconded by Alex Sanchez and unanimously carried to approve these courses with these SLOs.

"SLOs useful and used" Flex Week presentation. Murphy gave two presentations during Flex Week on developing SLOs and assessment for developing meaningful data and she has provided her PowerPoint to the committee. She also developed a course assessment checklist which she presented to the committee.

Course SLO Statement List. Murphy will send these statements to District and it will require two-three weeks to get into them into CurricUNET. She and Short have reviewed the 2013-15 and the 2015-18 assessment cycles to reconcile any issues with SLO statements, and that left 115 courses still showing as active but missing any information on SLOs. She presented and discussed a list showing courses without SLOs, courses currently in deactivation, and the 270 and 277D, etc., courses. The list has been provided to the VPI and the deans and must be sent to District by February 10. We may have to work with the Research Office on a long-term system for management of maintenance of the TaskStream course list alignment with the CurricUNET course list. This will be an ongoing topic of discussion.

ISLO Survey Update. Murphy will send out a pre-notification email and Zhang will finalize the survey format. Zhang will use the census data, so it will be at least three weeks into the semester. Hopkins said the deans and chairs are already aware that the survey is coming. Murphy will present at the February 16 Academic Affairs Committee meeting.

Feedback to SLO Website. The committee viewed and discussed the updated SLO webpage, <http://sdmiramar.edu/Institution/SLO> and Murphy discussed the changes that she has made. Zhang suggested some connection between the committee's web page and the SLOs. She said she researched outcomes assessment nationally and found the National Institute for Learning Outcome Assessment (NILO) which has a transparency framework. It's basically a way of sharing outcomes assessment information and is a comprehensive resource.

SLO Disaggregation Pilot Plan. Murphy reported that that she had her first meeting today with the faculty volunteers for the purposes of orientation, to discuss IEPI funding, and to gather basic timeline information, and she will send a summary to this committee. She and the volunteers will have semi-regular meetings to discuss development of the disaggregation piece, but are currently looking at administration of the SLOs by April 14, and data collection by April 28 to give them time to review and report out. Murphy will try to have something preliminary up on the website before the Accreditation team visit to show that there's action and we're moving forward on this. There has been concern expressed by some faculty that the results will be used to evaluate them, but Murphy pointed out that there are grades, per student, per instructor, that are already available and it's the same thing. For this pilot study, we're just doing one SLO, and the whole pilot process will be used to determine how the process works in terms of collecting the data and disaggregating it, and also determining what levels of disaggregation will be useful. The committee discussed various alternatives to explore.

Feedback to Program Review Diagram and Website. This is going to the PIE Committee on February 10. The landing page is pretty well solidified, we're waiting for narratives from the different areas, and will look at it by our next meeting.

Rubrics, Checklists, Templates, etc. Cheryl Vallejo drew upon her background in program review at Cuyamaca College and obtained permission from that College to access its instructional program review which is very successful. One factor that contributed to Cuyamaca's success beyond the rubrics and checklists is that the authors are paid 0.20 FTEF, which she thinks is extremely important because it results in a quality product and faculty members compete to participate. She described Cuyamaca's process in detail and distributed

examples of their documents including a rubric for the program review, an activity annual-update template, instruction sheets, annual program review template, etc. Hopkins said there is no money available to pay faculty for this purpose because it would result in reduced class offerings. Murphy commented that we show what we think is important by allocating funds to it. The committee discussed possible ways in which it may use the documents as resource materials, and Vallejo will make the electronic files available to the committee.

Suggested items for next meeting included looking at the Child Development program Review.

Adjournment. The meeting was adjourned at 4:32 p.m.

*Katinea A. Todd*