

**Task Stream Implementation Task Force**  
**Student Services Program Review and SLOAC Subcommittee**  
Meeting/Training Minutes  
September 26, 2016 11-1:00 pm, Professional Development Center

**Presenters: Kandice Brandt & Adela Jacobson**

**Attendance:** Dana Stack, Kare Furman, Rick Cassar, Alice Nelson, Vincent Ngo, Judy Patacsil

**I. Review of Task Stream Cycle**

The cycle was reviewed and explained for both Program Review and Student Learning Outcome. A schematic was handed out to provide a visual reference for all of the Student Services Leaders

**II. Training regarding enhancements**

A review of the 3-year cycle was provided to those in attendance. The document that Kandice created was provided to everyone.

Additionally a step by step approach was provided to those in attendance in order to show them how to best utilize Task Stream and enter data in the status section for Goals as well as the Status Summary This was achieved with online access to Taskstream

**III. Questions and Answers**

**IV. Programs work on their own**

Support for each of the programs was provided as they worked on their Task Stream Documents. Adela and Kandice provided assistance as needed

# San Diego Miramar College Student Services Division

## Program Review and Student Learning Outcomes Assessment Cycle

PROGRAM REVIEW 3 YEAR CYCLE		
15-16	16-17	17-18
<p><u>Year #1</u> Full Program Review</p> <ul style="list-style-type: none"> <li>• Within your service area collaboratively review program strengths and accomplishments, weaknesses and needs, and SLO data from prior 3 year cycle (ex. 12-15)</li> <li>• Use this analysis to create approximately 3-5 goals for the current 3 year cycle. Complete action plan and status report by Oct 3</li> <li>• Submit request for funding to BRDS by Oct. 5 (if applicable)</li> <li>• SSPR task force completes evaluation section</li> <li>• Complete accomplishments section by May 12</li> </ul>	<p><u>Year #2</u> Program Update</p> <ul style="list-style-type: none"> <li>• Within your service area collaboratively review what progress you have made thus far towards accomplishing the goals you set year 1</li> <li>• Complete status report by Oct 3</li> <li>• Update action plans accordingly (rolled forward from year 1)</li> <li>• Submit request for funding to BRDS by Oct. 5 (if applicable)</li> <li>• You can elect to add a new goal(s), but this is not required and should be carefully considered against impact it might have on completion of prior goals</li> <li>• Complete accomplishments section by May 12</li> </ul>	<p><u>Year #3</u> Program Update</p> <ul style="list-style-type: none"> <li>• Within your service area collaboratively review what progress you have made thus far towards accomplishing the goals you set year 1 and any set in year 2</li> <li>• Complete status report by Oct 3</li> <li>• Update action plans accordingly (rolled forward from year 2)</li> <li>• Submit request for funding to BRDS by Oct. 5 (if applicable)</li> <li>• Complete accomplishments section by May 12</li> </ul>

## STUDENT LEARNING OUTCOMES ASSESSMENT 3 YEAR CYCLE

15-16	16-17	17-18
<p><u>Year #1</u> Identify</p> <ul style="list-style-type: none"> <li>• Within your service area collaboratively discuss your current SLOs (rolled forward from 14-15) and determine if you will keep them or update them. Complete assessment plan by Oct 15</li> <li>• Discuss how you plan to assess your SLOs (surveys, observations of activities, SARs Data, ISIS data, course enrollments, usage rates of services, etc.)</li> </ul>	<p><u>Year #2</u> Assess</p> <ul style="list-style-type: none"> <li>• Assess your service area SLOs. Complete assessment findings.</li> <li>• Collaboratively review your collected SLO data and discuss what it tells you about how students are interacting with your service area.</li> <li>• Identify programmatic changes you can implement that might increase SLO attainment (if applicable). Complete action plan by May 12</li> </ul>	<p><u>Year #3</u> Implement</p> <ul style="list-style-type: none"> <li>• Implement programmatic changes targeting increasing SLO attainment (identified in year two)</li> <li>• Complete status report by May 12</li> </ul>