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San Diego Miramar College
Instructional Program Review and SLOAC Subcommittee

Meeting Minutes

September 13, 2011 - 4:00 pm – 5:30 pm
M-202

Present: L. Ascione, R. Barnes, L. Hahn, B. Haidar, M. Hertica, P. Hopkins, R. Monroe, L. Ornelas, J. Salinsky, S. Schwarz, D. Short

1) Call to order

   Called to order at 4:09pm

2) Approval of agenda

   Agenda approved with changes

3) Approval of minutes from May 10, 2011 meeting

   Approval of the minutes was deferred

4) Program Review Business

   a. 2011-12 program review cycle status

   D. Short reported that the district Instructional Research and Planning office will be holding a webinar on the use of program review data sets. He will email the committee members, chairs, and deans information about the webinar when available.

   The deans agreed to check on the progress of the program review reports. Once they are complete and accepted by the chairs and deans, the deans will email the reports to D. Short, who will then distribute the signature page. The completed signature page will be scanned and appended to the report. The complete report will then be uploaded to the G drive.

   P. Hopkins reported that the faculty in her school will provide a short presentation on each program review at a school meeting, including program evaluation and goals.

   The committee discussed the timing of the program review reports and the Deans agreed to 10/18 as the requests for funding due date to BRDS.

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b. Committee review and assistance with reports

D. Short initiated a discussion about the committee's role in reviewing and providing assistance with the program review reports. He distributed a rubric that had been used in the past to certify that the reports are clear, accurate, and complete. He also stated that committee review processes were in place at other colleges to assist faculty in the review of their programs.

The committee discussion raised a variety of issues surrounding this idea, including:

- The need for a simplified process
- The fact that the chair and dean already screen reports for these items, as evidenced by their signature
- The additional time and workload to review the reports
- The need for evaluation of evidence to support program requests
- The need for campus-wide involvement in development of annual goals
- The fact that a new process has been established to synthesize program review goals and objectives into school goals.
- The perceived lack of faculty expertise in reviewing other programs
- The potential undermining of deans' authority if the committee does its own review of the reports
- The difference between internal and external faculty dialogue

The committee agreed to consider the issues and points of view expressed during the discussion and to vote on whether or not to have a committee review process at the next meeting.

5) SLOAC Business

a. SLOAC Status

B. Haidar shared with the committee a summary and analysis of the status of SLOAC at Miramar, which she had already presented to department chairs on Aug. 17, 2011. The summary included:

- Course SLOAC SWOT Analysis
- Update on course SLOs, SLOJet entries
- SLOs versus COR and alignment with course schedule
- SLO assessment versus course grade
- Faculty SLO responsibilities
- Brief update on our Timeline to Proficiency by 2012 SLO action plan to meet ACCJC expectations.

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The committee discussed various points in the presentation. B. Haidar agreed to provide copies of the presentation on request.

6) Other Business

a. Program review role in college planning process

The committee agreed to defer this item until the next meeting.

6) Roundtable / Announcements

D. Short thanked R. Monroe for chairing the committee last year and also thanked the committee members for continuing their service this year.

R. Monroe volunteered to take minutes for the committee.

The next meeting is scheduled for Tuesday, 9/27 at 4:00. The following items are planned for the agenda:

- Review of committee governance document
- Vote on committee review and assistance with program review reports
- Status of the program review cycle
- Initial evaluation of 2011-12 cycle and development of 2012-13 cycle.

7) Adjournment

The meeting was adjourned at 5:24pm.

San Diego Miramar College
Instructional Program Review and SLOAC Subcommittee
Meeting Minutes
October 11, 2011, 4:00 – 5:30
M-202

1) Call to order – 4:06 pm

2) Approval of agenda – Approved by consensus

3) Approval of minutes from last meeting – two spelling corrections made. Agenda approved by consensus.

4) Old Business -
a) Review of committee governance handbook page – The committee approved by unanimous vote to send the changes to the make-up of the committee forward to the Academic Affairs Committee.

b) Evaluation of 2011-12 cycle and development of 2012-13 form (Section 1 and Appendix F) – The SLO chart that is in the current PR form has served its purpose and will be removed from the PR form for the 2012- 13 cycle. The committee will pre-populate a SLO chart for next year which is currently called "Course Level Student Learning Outcomes" with data from SLOJet. The committee then discussed how to pose a question on the form to stimulate Self reflection and to improve student learning outcomes.

5) New Business
a) Alignment of program review "Needs" section with resource allocation committees – The committee discussed how the pilot with the BRDS committee worked for the past PR cycle, and if it is possible to align more resource allocation committees to the "Needs" section of the PR document. The PR/SLOAC committee found that it would be impractical to try to integrate all the resource committees' processes since many of their documents change, require input from departments more than one time a year, and would cause the PR form to be constantly updated whenever there is a change in a resource committee's process. The PR/SLOAC committee decided to remove the BRDS information request and Appendix F from the PR form by unanimous decision.

b) Program review data sets and SLOAC Timeline to Proficiency by 2012 – The committee discussed how we have the PR data in PDF form, but the IRP office is still not able to provide us the information in a format that we can use. B. Haidar and D.

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Short will be meeting with the IRP office to request that the data sets be offered to us in an Excel Worksheet.

6) Information Items
a) List of basic SLO terminology – Tabled until next meeting

7) Roundtable / Announcements

8) Adjournment – Meeting adjourned at 5:25 pm

San Diego Miramar College
Instructional Program Review and SLOAC Subcommittee
Meeting Minutes
October 25, 2011, 4:00 – 5:30
M-202

Attending: D. Short, R. Monroe, L. Ornelas, L. Ascione, B. Haidar, S. Schwarz, R. Barnes, J. Salinsky, H. Lawrence, P. Hopkins, M. Hertica

1) Call to order - 4:10pm

2) Approval of agenda – Approved by consensus

3) Approval of minutes from last meeting - Approved with minor spelling changes

4) Old Business
   The committee discussed the pre-population of the SLOAC chart on Pg. 4 of the PR form. The data will be supplied for each individual PR form from the data stored on SLOJet. The SLOAC coordinator will communicate with the departments to ensure the data on SLOJet matches what is reported on the PR form.

Future Agenda Item – How should we organize the committee to include or to facilitate a unique PR form for the following departments or offices: Library, ICS, ILC, PLACE, Instructional Services Office, and the Articulation Office?

   a) Evaluation of 2011-12 cycle and development of 2012-13 form
      The committee agreed by consensus that if the due date for the PR form falls on a Friday, that it should be moved to the following Monday to allow an additional weekend to finish the PR. In addition, the paper sign off sheet will be replaced by the forwarded email to the next appropriate manager.

5) New Business
   The committee discussed what info should be prepopulated for the Program Description and decided by consensus that all information contained in the catalog shall be included in an appendix. The inclusion of course revision data shall be included in the data packet. Previous Goals and Objectives shall be pre-populated.

   The committee discussed that the Current Cycle Goals and Objectives will be reworded and what hyperlinks should be included for each part of the Needs section.

6) Information Items

a) List of basic SLO terminology

B. Haidar presented a List of Basic SLO Terminology as an information item

Future Agenda Item - B. Haidar will present any edited versions as "Old Business" information items at future meetings

7) Roundtable / Announcements

D. Short – Veterans Day Fair will be on November 29th on the Miramar Campus

8) Adjournment – 5:29 pm

San Diego Miramar College
Instructional Program Review and SLOAC Subcommittee
Meeting Minutes
November 8, 2011, 4:00 – 5:30
M-202

Present: D. Short, M. Hertica, P. Hopkins, D. Miramontez, L. Hahn, B. Haidar, J. Salinski, S. Schwarz, L. Ascione, R. Monroe, R. Barnes

1) Call to order – 4:08 pm

2) Approval of agenda – Approved with removal of one item

3) Approval of minutes from last meeting – Approved with edits

4) Old Business
a) Evaluation of 2011-12 cycle and development of 2012-13 form
    The committee discussed how to include the goals description and target date in the PR form for the Current Cycle Goals section of the form.

    The committee discussed what should be done with the PR reports that are not from a program listed in Appendix D. It was agreed that they should not be uploaded into the "G" drive.

    The committee discussed the "Program Review Submission Process" Flowchart and decided to remove the "Originator" from the flowchart.

    Program Overview – The description will be pre-populated from the course catalog, and the curriculum 6yr review data will be provided in an appendix.

    The committee discussed how we could use the research data to find the success and retention rates for the online course offerings. D. Miramontez stated that it is possible to provide the information to all 26 programs, but suggested that we should use the ad hoc research form to obtain that data.

Future agenda item – PR research data packet

    The committee discussed the value of the SWOT analysis portion of the PR form, and the consensus felt that it is an important part of the self reflection needed in the PR form.

    The committee made revisions to the Needs section of the PR form. Sections 1-3 completed and the committee will continue with section 4 and the appendices during next meeting.

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b) List of basic SLO terminology
 B. Haidar presented the glossary of SLO Terminology to the committee.

5) New Business

a) Incorporation of CTE items in program review – Tabled

b) Program review for instructional support programs – Tabled

6) Information Items
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7) Roundtable / Announcements
 PR/SLOAC meeting for the 29th of November is canceled.

 Reports are being uploaded to the "G" drive as they are coming in.

 A committee strengths and weaknesses form will be sent out to the PR/SLOAC committee members

8) Adjournment – 5:28 pm

San Diego Miramar College
Instructional Program Review and SLOAC Subcommittee
Meeting Minutes
January 31, 2012, 4:00 – 5:30
M-202

1) Call to order - 4:19 pm
   Present: D. Miramontez, L. Ornelas, D. Short, R. Monroe, B. Haidar, M. Hertica, J. Buckley, P. Hopkins, S. Schwarz, L. Hahn.

2) Approval of agenda – Approved by consensus

3) Old Business

a) Status of 2011-12 cycle

   D. Short gave a report on the status of the PR cycle for 2011 – 2012. All but one report has been received, converted to PDF, and posted to the G drive. D. Short reported that the signature pages should be completed by the end of February.

   B. Haidar gave a report on SLOAC progress as of January 9, 2012. 91% of courses have SLO's defined while 66% of those courses with defined SLO's have been assessed. The committee discussed different ideas as how to garner further participation in the assessment of the SLO's. Some ideas were to use surveys to seek out what end users need for support, demonstration of best practices, provision of individual support, and the creation of a SLOAC resource website.

b) Evaluation of 2011-12 cycle and development of 2012-13 report form (section 4 and appendices)

   The committee continued to revise the PR document. Beginning with the "Needs" section, and ending with the appendices. The committee has now completed its first pass through the PR document.

4) New Business

a) Status report on PR/SLOAC accreditation information

   D. Short gave a brief status report as to what was reported to the accreditation agency in regards to PR/SLOAC.

b) Program review for instructional support programs

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Tabled until next meeting

5) Information Items – None

6) Roundtable / Announcements – None

7) Adjournment – 5:35 pm

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San Diego Miramar College
Instructional Program Review and SLOAC Subcommittee

Meeting Agenda

Tuesday, February 28, 4:00 – 5:30
M202

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Present: D. Short, L. Ornelas, R. Monroe, S. Schwarz, D. Miramontez, J. Buckley, J. Salinsky, L. Ascione, B. Haidar, P. Hopkins, M. Hertica, L. Hahn.

1. Call to order – 4:20 pm

2. Approval of agenda – approved by consensus

3. Old Business
   a. Governance process SWOT analysis – D. Short asked committee members to send him any inputs for the governance process SWOT analysis using the form he had previously emailed out.

   b. 2012-13 report form finalization
      i. Reorganization of Data Analysis and SLOAC sections – The committee discussed the reorganization of the Data Analysis and SLOAC sections in regards to what the ACCJC expects for evidence in the accreditation report. The committee approved the overall reorganization of these sections into Course, Program, and Institutional level sections. The committee also approved removal of the existing Program Review Data Analysis section, removal of the existing Course Level SLOAC table, and addition of the new Course Level SLOAC table and questions. The committee decided not to include a table tracking the publishing of course level SLOs in syllabi: While the committee agreed that it is necessary to publish course level SLOs in syllabi, it was decided that the PR/SLOAC report is not the appropriate place to track this data. The committee also discussed whether or not to include charts showing trends of student achievement outcomes in the PR/SLOAC report. No final decision was made on this item and D. Short stated that the discussion and review of the PR/SLOAC report would be continued at the

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next committee meeting.

4. New Business
    a. Program review for instructional support programs – D. Short gave a description of offices that provide instructional support to students and asked the committee if these instructional support offices should be reviewed. The committee agreed that the instructional support programs should follow the instructional program review process, but that the forms they use might be different. D. Miramontez suggested that a workgroup be formed with representation from the Students Services and Administrative Services program review committees to establish best practices for the review process of these instructional support offices.

    D. Short, S. Schwarz, and J. Buckley will contact the chairs of the Students Services and Administrative Services Program Review committees to: 1) Obtain their program review forms and discuss their process's strengths and weaknesses, 2) begin discussion of a unified definition of what is a program, and 3) begin discussing the possibility of merging all three program review committees into one single committee.

    The committee approved by consensus to form the aforementioned work group.

5. Information Items
    a. Status of governance handbook change proposal – D. Short announced that the governance handbook change proposal has been approved by the Academic Standards Committee, College Governance Committee, and Academic Senate and is now making its way to CEC. D. Short is not aware of any issues or opposition to the proposal.

6. Roundtable / Announcements – The committee discussed changing the day and time the committee would meet. Possible dates and times: Tuesdays from 4:30 – 6:00 pm and Thursdays from 4:00 pm – 5:30 pm. After discussion, the committee decided not to change the meeting dates and times.

7. Adjournment – 5:39 pm

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San Diego Miramar College
Instructional Program Review and SLOAC Subcommittee
Meeting Minutes
Tuesday, March 13, 2012, 4:00 – 5:30
M-202

Present: D. Miramontez, D. Short, P. Hopkins, J. Lawrence, M. Hertica, J. Buckley, L. Ascione, R.Monroe, B.Haidar

1) Call to order - 4:21 pm

2) Approval of agenda – By consensus

3) Old Business

    a) 2012-13 report form finalization

        i) Modifications from previous committee decisions

        Changes that were made during the previous meeting were approved by the committee.

        ii) Reorganization of Data Analysis and SLOAC sections

        The committee discussed the reorganization of the Data Analysis and SLOAC sections. It was suggested that we switch from the academic year to the calendar year so that data would be available in the spring semesters instead of summer as it is currently.

        The committee voted by unanimous decision not to pre-populate visual charts into the PR form at this time, but will be added as an appendix when the data becomes available.

        Further revision of the PR form was made by the committee. D. Short will bring back the modified form during the next scheduled committee meeting for approval by the committee.

    b) Program review for instructional support programs

        D. Short has requested the program review forms from the Administrative Services and Business Services divisions.

4) New Business - None

5) Information Items - None

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6) Roundtable / Announcements

      B. Haidar spoke about the need for future discussions regarding SLO assessment frequency.

7) Adjournment – 5:36 pm

San Diego Miramar College

Instructional Program Review and SLOAC Subcommittee

Meeting Minutes

Tuesday, March 27, 2012, 4:00 – 5:30

M-202

Present: D. Short, S. Schwarz, M. Hertica, R. Monroe, J. Buckley, J. Salinsky, D. Miramontez, J. Lawrence, B. Haidar, P. Hopkins.

1) Call to order – 4:14 pm

2) Approval of minutes - with changes by unanimous vote 4:16 pm

2) Approval of agenda – by consensus

3) Old Business

a) 2012-13 report form finalization - The committee continued to revise the PR Annual Report and also revisions were made to the appendices.

The committee discussed how the PR data sets could be made available at the same time the form would be distributed to the individual programs.

The committee had a discussion as how the PR process can be made to be more user-friendly in the future and concern was raised that the form was becoming cumbersome. The committee agreed that the form and process will continue to be streamlined and made as user friendly as possible.

b) Program review for instructional support programs - D. Short gave a report. He stated that he has been in contact with the program review committees on campus and that he will continue to work with the other committees to garner best practices and will report back to the PR/SLOAC committee.

4) New Business

a) Strategic Plan shared governance input - The committee reviewed the draft Strategic Plan shared governance template input document that D. Short had distributed prior to the meeting. The document maps the committee's functions to specific strategies from the Strategic Plan. It

also provides a list summarizing significant accomplishments and activities over the past three years. After review, the committee voted to approve the document with no changes.

b) Program review data coaching - D. Miramontez gave a report on PR research needs. It was suggested that PR data is first examined at a broad level. If the data is not sufficient to make a decision, then an ad hoc research request should be made and data coaching (data analysis or one-on-one assistance) should be utilized.

c) 2012-13 program review data set - Best practices as how to use the data set shall be held in a future meeting contained in old business.

5) Information Items - J. Buckley announced that he and B. Haidar have been approved to use the CALPASS system.

6) Roundtable / Announcements - Next meeting will be on April 4th.

7) Adjournment – 5:33

San Diego Miramar College
Instructional Program Review and SLOAC Subcommittee
Meeting Minutes
Tuesday, April 10, 2012, 4:00 – 5:30
M-202

Present: D. Short, J. Buckley, D. Miramontez, L. Ascione, L. Ornelas, R. Monroe, J. Salinsky, L. Hahn, M. Hertica

1) Call to order – 4:07pm

2) Approval of agenda – By consensus

3) Approval of minutes from last meeting – by consensus

4) Old Business

a) 2012-13 report form approval – Approved by unanimous vote

b) Program review for instructional support programs – D. Short reported that he had received the administrative services report form but the student services report form was still being finalized. The chairs from the other two committees are willing to meet and discuss how to share materials and coordinate the process campus wide. The committee agreed that the 2012-13 report form will be used for instructional support programs but that a report form that fits the needs of instructional support programs will be developed for 2013-14.

c) Program review data use/coaching – D. Miramontez continued the discussion on the use of data and data coaching. The committee discussed the use of qualitative and quantitative data and how both can help programs make well informed decisions. D. Short gave some examples of qualitative data, and how this information can be used for reflection and introspection. The committee agreed that it must continue to find ways to integrate both qualitative and quantitative data use and integrate the data into the next program review cycle.

5) New Business

a) 2013-14 program review guidelines – D. Short presented some guidelines for the 13-14 program review cycle created by opinions that were voice in earlier committee

meetings. Also presented was a draft for the discussion of the future program review report organization. The committee discussed more options using qualitative and quantitative data and using guidelines instead of SWOT analysis to encourage dialog in the individual program reviews.

b) 2012-13 report form review and data mapping – deferred to a future meeting.

6) Information Items - None

7) Roundtable / Announcements - None

8) Adjournment – 5:33 pm

Next Meeting April 24th, 2012

San Diego Miramar College
Instructional Program Review and SLOAC Subcommittee
Meeting Minutes
Tuesday, April 24, 2012, 4:00 – 5:30
M-202

Present: B.Haidar, L. Ascione, D. Miramontez, J. Buckley, L. Ornelas, R. Monroe, D. Short, P. Hopkins, M. Hertica, L. Hahn.

1) Call to order - 4:08 pm

2) Approval of agenda – Approved by consensus

3) Approval of minutes from last meeting – Approved by consensus

4) Old Business

a) 2013-14 program review guidelines – D. Short reported that he presented a summary of the 13-14 guidelines to the Academic Affairs Committee.

5) New Business

a) 2012-13 meeting days and times – D. Short informed the committee that he will have a schedule conflict for Tuesday evenings in the next academic school year. He asked committee members to comment on the days and times that generally would work best for meetings. Most members agreed that Mondays, Fridays, and Tuesday afternoons were bad times. D. Short agreed to send a survey to the committee members to establish a new meeting date and time.

b) 2012-13 PR report form review and data mapping – D. Miramontez began a discussion on data mapping best practices. The committee had an extended discussion on this matter. D. Short collected comments and recommendations for use in developing the 2013-14 PR report form.

6) Information Items

a) 2012-13 report form approval – D. Short reported that the form was approved at Academic Affairs with no changes and will be going to the Academic Senate for final approval.

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7) Roundtable / Announcements - None

a) Next meeting Tuesday, May 8, 4:00-5:30 [Has been canceled due to conflicting accreditation-related meeting]

8) Adjournment – 5:32 pm