

San Diego Miramar College  
Instructional Program Review and SLOAC Subcommittee

Meeting Minutes

April 26th, 2011 - 4:00 pm – 5:30 pm

President's Conference Room

Present: D. Short, R. Monroe, J. Salinsky, B. Haidar, R. Barnes, M. Hertica, S. Schwarz

Guest: D. Miramontez

1) Call to order

The meeting was called to order at 4:25 pm.

2) Approval of agenda

The agenda was approved by unanimous vote.

4) Approval of minutes

5) SLOAC Business

6) Program Review Business

a. Finalization of the Program Review Form and Instructions

The committee approved the changes as suggested to Section 1 to the 2011 – 2012 Program analysis.

b. Universal Research Elements

D. Short spoke in regards to the universal research elements and how Program Review might be better supported by having an easy to read research document,

and is in a format where the data is able to be manipulated by Excel. D. Miramontez demonstrated that the data requested is being provided by the research department but in a PDF form. D. Miramontez went on to say the format in which the committee has been discussing would be difficult for the IRP office to provide since the program used to gather the data does not readily export to an Excel spreadsheet. However D. Miramontez did say that on a case by case basis he could provide the information in an Excel spreadsheet. R. Barnes commented that the Excel spreadsheet would be requested through the VPI's office.

D. Miramontez said the data that is normally supplied should be available to the college in mid August and suggested that the committee reduce the number of research elements to what is really necessary as not to overwhelm the faculty.

The committee voted to allow the PR/SLOAC Chair to work with D. Miramontez to create a more user-friendly research output.

7) Other Business

8) Roundtable / Announcements

9) Adjournment

The meeting was adjourned at 5:28 pm.