

Academic Senate of MERCED COLLEGE

3600 M Street Merced, CA 95348-2898
Telephone (209) 384-6150

RESOLUTION

First Reading: August 25, 2011

Second Reading/Action (Date): September 8, 2011 Pass/Fail Passed

RESOLUTION NO. 12-11

Subject: **Instructional Program Review and Student
Learning Outcomes Assessment Committee**

Mover: Marie Bruley Discipline: Mathematics

Seconder: Pam Huntington Discipline: English

Whereas, the Merced College Academic Senate has established a process for the faculty to engage in program review and student learning outcomes assessment, and

Whereas, peers reviewing the instructional program review and the instructional SLO assessment process would best fit under the direction of a faculty body, and

Whereas, the Academic Senate for California Community Colleges states that, "Faculty who engage in SLO development and assessment can acquire concrete evidence upon which to base the collegial review of their programs and the improvement and enhancement of student learning"
(<http://asccc.org/papers/guiding-principles-slo-assessment>).

Therefore be it resolved, that the Merced College Academic Senate recommends that the Instructional Program Review Committee (IPRC) be changed to the Instructional Program Review and Student Learning Outcomes Assessment Committee (IPRSLOAC), and

Be it further resolved, that the Academic Senate establishes the responsibilities of the IPRSLOAC as outlined in the attached Instructional Program Review and Student Learning Outcomes Committee document, and

Be it further resolved, that the Academic Senate support modification of the Merced College Academic Senate Constitution and By-Laws as necessary to reflect the changes to the reconstituted Instructional Program Review and Student Learning Outcomes Committee.

Merced College
Instructional Program Review and Student Learning Outcomes Assessment Committee

Mission Statement

The Instructional Program Review and Student Learning Outcomes Assessment Committee (IPRSLOAC) is a faculty-driven committee existing for the facilitation of improvement in all instructional programs and services at Merced College. In conjunction with the Instructional Master Planning Committee (IMPC), the IPRSLOAC solicits and provides support for evidence-based documentation from instructional programs, courses, and services to assess effectiveness and identify areas for instructional improvement with an emphasis on student learning outcomes which may lead to requests for financial resources.

To accomplish its mission, the IPRSLOAC works in collaboration with instructional area faculty and staff in the completion of program reviews and student learning outcomes assessment by:

1. establishing a systematic process for collecting, analyzing, and interpreting data concerning instruction and instructional support;
2. providing support and training for the IPR and SLO process to faculty and staff;
3. reviewing comprehensive IPRs for adherence to the established guidelines for supporting program conclusions and requests for resources as defined by the IPR rubric;
4. reviewing yearly program reviews for completeness;
5. supporting the completion of yearly and multi-year assessment plans by cohorts;
6. establishing cohort completion of SLO assessment reports;
7. coordinating the support provided to faculty and staff for engaging in program review and student learning assessment;
8. forwarding completed IPRs to IMPC for evaluation, prioritization and further dissemination;
9. notifying cohorts of uncompleted program reviews and SLO assessments through the cohort representative.

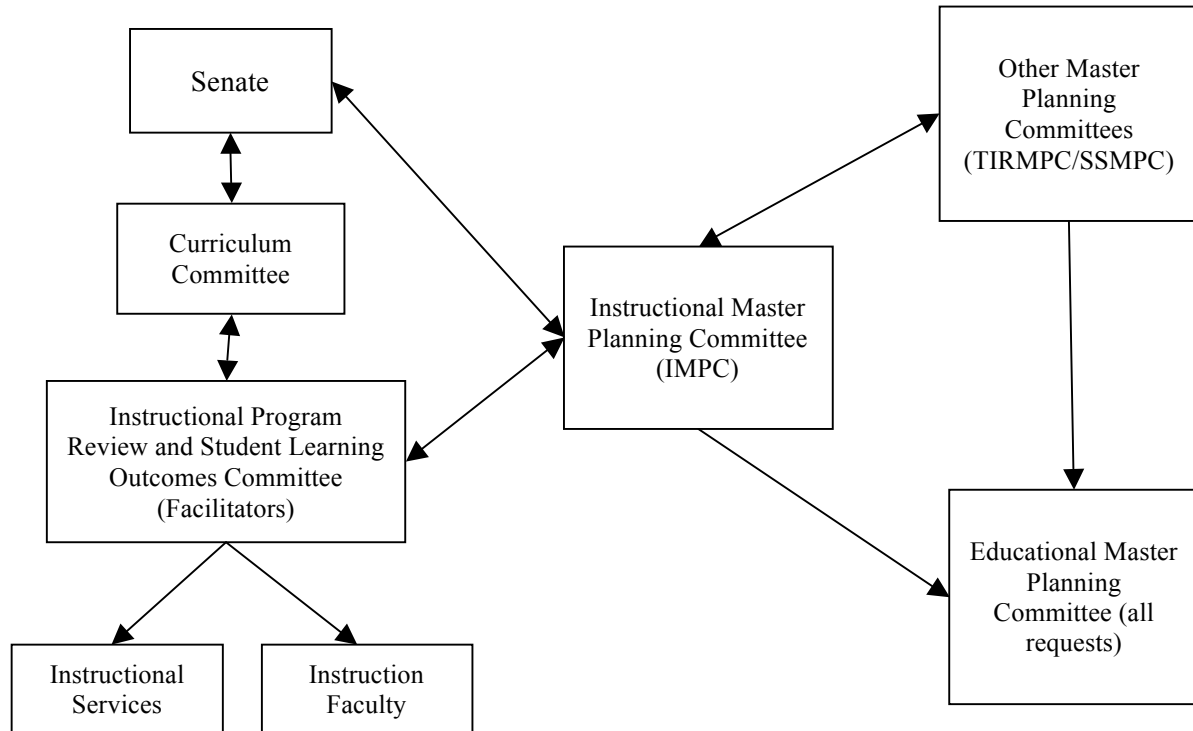
Membership

The membership of IPRSLOAC is designed to provide support to cohorts in completing program review and student learning outcomes assessment. The Student Learning Outcomes (SLO) Coordinator(s) chair the committee. Members are trained to provide assistance in assessment techniques and data interpretation by the IPR/SLO coordinator(s) and researcher as needed.

- Faculty-(11 faculty – 1 per cohort) plus a faculty representative from Counseling and the Library
- Non-Credit representative (1)
- Researcher (1)
- Senate President
- Directors (3) [Library, Counseling, Student Success]
- IPR/SLO Coordinator(s) (chair(s))

Organization

The IPRSLOAC operates as a subcommittee of the Curriculum Committee under the direction of the Faculty Senate. Its members work to facilitate the completion of Instructional Program Reviews (IPR) and Student Learning Outcomes Assessment (SLOA). Completed comprehensive IPRs are assessed for completeness and compliance with standards of collaboration and evidence-based documentation in support of program improvement and resource requests. Yearly IPRs are assessed by the committee for completeness. The completion of SLO assessment plans and consequent reports is monitored by the committee and disseminated to cohorts. The IPRSLOAC forwards completed IPRs to the IMPC for evaluation in support of the Instructional Mission and prioritization and maintains records of assessment plans and reports. Refer to Figure A.



Program Definition

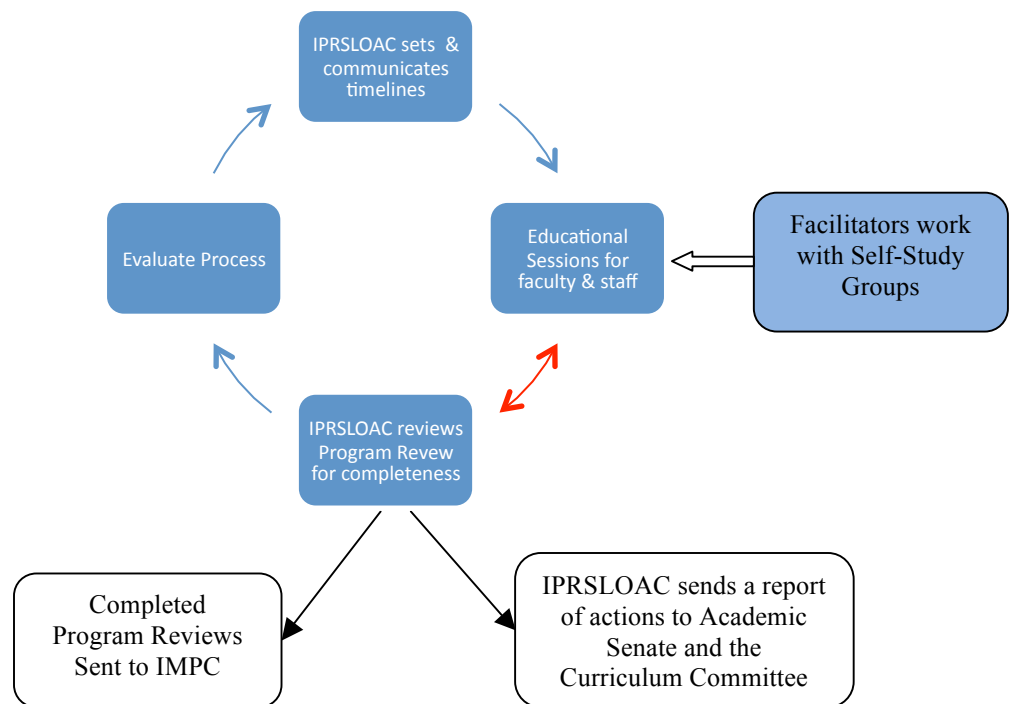
For the purposes of Instructional Program Review, the IPRSLOAC defines a program within instructional areas as a group of courses with some characteristics in common such as the following:

1. Serve a common purpose in terms of the reasons that students take them, for example
 - prepare for college-level work in a major (Basic Skills)
 - satisfy a general education requirement for graduation or transfer (that is, students would choose alternatives among the grouped courses)
 - offer similar occupational training (CSA, T-Tech, Human Services)
 - usually or often taken as a sequence
2. Are directed toward a degree or certificate
 - required for an associate degree or a certificate.
3. Address a common discipline
 - (Are grouped under the same TOP code)
 - Speech or Geography
4. Serve a common group of students, for example
 - Puente Program or Honors Program

Process

Instructional Program Review is completed annually by updating existing documents and responding to changes made and/or resources received the previous year. Instructional programs also participate in a self-study every five years according to a five-year Self-Study Cycle created by the IPRSLOAC and approved by Faculty Senate. The Educational Master Planning Committee (EMPC) sets an annual timeline for making resource requests that are tied to Program Review. The IPRSLOAC establishes its timeline for completing Instructional Program Review to coincide with the EMPC timeline. Educational sessions for faculty and staff are established and offered to assist in Instructional Program Review and Student Learning Outcomes assessment completion. Simultaneously, Instructional Program Review Facilitators are available for one-on-one assistance to those cohorts undergoing a comprehensive Self-

Study. Support for faculty participation in Instructional Program Review and Student Learning Outcomes assessment is coordinated through the committee. As instructional faculty and staff complete comprehensive and yearly Program Reviews, the IPRSLOAC reviews them for completeness and adherence to established standards and makes recommendations for changes accordingly. As faculty participate in Student Learning Outcomes assessment, the committee will support efforts that encourage cohorts to have assessment plans that are updated yearly and that plans are carried out. Where reviews and assessments are incomplete or outside the standard, feedback and assistance is given to bring them up to standard. Completed Program Reviews are submitted to the Instructional Master Planning Committee (IMPC) for review, approval, and resource request prioritization. The IPRSLOAC reports its actions to the Faculty Senate through the Curriculum Committee and through the IPR/SLO Coordinator(s). After each cycle, the IPRSLOAC evaluates its effectiveness and makes appropriate changes to improve the process. Refer to Figure B.



Evaluation

The IPRSLOAC evaluates its effectiveness in the following ways:

1. Reviews and updates its systematic process for collecting, analyzing and interpreting data concerning instruction and instructional support;
2. Offers IPR training events during the year;
3. Offers SLO training events during the year;
4. Evaluates training effectiveness;
5. Documents individual and group meetings to provide support for IPR and SLO completion;
6. Evaluates the number of completed IPRs and SLO assessments meeting the established guidelines and ensures the IPRs are forwarded to IMPC.