

- J. **Instructional Program Review and Student Learning Outcomes Assessment Committee**
1. 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. IPRSLOAC, in conjunction with the Instructional Master Planning Committee (IMPC), solicits and provides support for evidence-based documentation from instructional programs and courses to assess effectiveness and identify areas for improvement which may lead to requests for financial resources.
 2. IPRSLOAC operates as a subcommittee of the Merced College Academic Senate
 3. To accomplish its mission, IPRSLOAC works in collaboration with instructional area faculty and staff in the completion of program reviews and student learning outcomes assessment by:
 - a. establishing a systematic process for collecting, analyzing, and interpreting data concerning instruction and instructional support;
 - b. providing support and training for the IPR and SLO process to faculty and staff;
 - c. evaluating program reviews for completeness;
 - d. supporting the completion of yearly and multi-year assessment plans by cohorts;
 - e. establishing completion of SLO assessment reports, and notifying cohorts of uncompleted program reviews and SLO assessments through the cohort representative.
 - f. forwarding completed IPRs to IMPC for evaluation, prioritization and further dissemination.
 4. **The membership consists of:**
 - a. Faculty Cohort Assessment Trainers (CATs) plus a faculty representative from Counseling and the Library
 - b. Non-Credit representative (1)
 - c. Senate President
 - d. Curriculum Chair
 - e. IPR/SLO Coordinator(s) (chair(s))
 - f. Advisory members invited as needed: Researcher (1), and Directors (3) [Library, Counseling, Student Success]
 5. The membership of IPRSLOAC is designed to provide support to cohorts in completing program review and student learning outcomes assessment. The committee is co-chaired by the SLO Coordinator(s), Program Review

Coordinator(s) and/or Faculty Program Review Data Facilitator. Release time will be split among the coordinators in a manner mutually agreed upon by the coordinators and Vice President of Instruction. At least one co-chair will serve a non-voting, advisory role to the Senate.

6. Duties of the co-chairs include but are not limited to:
 - a. Document instructional program reviews and course SLO assessment reports
 - b. Coordinate a yearly calendar of workshops with a wide variety of topics on outcomes assessment.
 - c. Facilitate production of the IPRSLOAC newsletter.
 - d. Provide training as needed to the CATS and deans to keep faculty abreast of current assessment information and best practice findings
 - e. Work with area deans to write annual reports summarizing all program reviews under their purview for IMPC.
 - f. Attend trainings to keep abreast of current assessment information as well as to share and glean best practice ideas.
 - g. Work closely with the SLO resource personnel to coordinate and facilitate all assessment documentation as needed.
 - h. Assist in the training of faculty in the use of appropriate software as they pertain to program review and course SLO assessment.
7. 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, CATs are available for one-on-one assistance.
8. The committee will support efforts that encourage cohorts to have assessment plans that are updated yearly and that plans are carried out.
9. IPRSLOAC reports its actions to the Academic Senate and the Curriculum Committee through the IPR/SLO Coordinator(s).
10. IPRSLOAC is responsible for evaluating its effectiveness and making appropriate changes to improve the process, in the following ways:
 - a. Reviews and updates its systematic process for collecting, analyzing and interpreting data concerning instruction and instructional support;
 - b. Offers IPR training events during the year;
 - c. Offers SLO training events during the year;
 - d. Evaluates training effectiveness;
 - e. Documents individual and group meetings to provide support for IPR and

SLO completion;

- f. Evaluates the number of completed IPRs and SLO assessments meeting the established guidelines and ensures the IPRs are forwarded to IMPC

RATIFICATION RECORD

Adopted by Academic Senate September 27, 1979

Revised by Academic Senate September 17, 1981

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