I. Call to Order

II. Order of the Agenda
Order of the Agenda was approved

III. Approval of Meeting Minutes
Approval of Meeting Minutes – it was decided that we should follow Robert’s Rules since we fall under the Brown Act. A motion was made to approve the minutes and it was voted upon. All yays except for one abstention.

IV. Oral Communication from the Public (3 Minutes/Person)
Note: This portion of the meeting is reserved for persons desiring to address the Senate on any matter not on the agenda. No action will be taken.

- None
V. Information and Announcements

A. Calendar
Mel went over a rough draft of the calendar and stated that he would update the master list. He showed us our new page on the WVC website. Stephanie suggested we keep a link to the old site too. Mel went over the rubric and discussed what info was still missing. A discussion of who is responsible for Instructional Technology ensued. Mel suggested emailing ahead of time to various contacts for Program Review to ascertain who is responsible for programs. We still have 6 non-instructional, 3 instructional and 2 administrative program reviews that have not been submitted.

- PR theme report will need to be done
- Oct. 23 – draft of PR questions
- Early Nov. – Depts. will start PR
- Feb. 15 – Budget competition
- Mar. 18 – Completed PR and self-study
- Apr. 15 – BRAC makes decisions for dept. budgets (Chair)

B. Reports
1. SLO Assessments
   - Reps need to update the master list for any changes to SLO assessments.

2. Program Review
   - All assessed 14-15 PR should be sent to the Chair to update the master list. The Chair will send all SLAPEC members an updated list.
   - There will be an upcoming PR theme analysis and report which will be forwarded to the college committee.

3. Integrated Planning Committee
   - The Integrated Planning committee met and discussed the data that would be needed for departments to answer institutional benchmarking and student equity questions that will appear in program review for 2015-2016.
   - The Integrated Planning committee needs to reflect on the old data and future changes that will require SLAPEC’s involvement. (Chair)
     - SLAPEC needs to develop questions to address student equity and institutional benchmarking.

4. BRAC
BRAC has not met, but Mel will try to attend meetings.

5. Discovery Call for a Program Review and SLO/A reporting tool.
   - Mel and Stephanie were impressed with ELumen’s “Discovery call”. The gentlemen who represented ELumen was employed as an IT employee at a community college where IT was responsible for providing support for Program Review. He therefore joined ELumen because he wanted to be involved in providing the best format for reporting SLOS and Program Review. It was mentioned that ELumen was the top rated software provider for Program Review. We could seamlessly link SLOs, Program Review and budgets using this system.
   - There will be demonstrations of the software on:
     - Oct. 16 Track Dat 2 pm -3:30pm IS building
     - Oct 23, ELumen 2 pm -4pm IS building
   - Mel wanted as many of us to attend as possible. LeAnn asked if there was a plan to integrate old information from Program Review. Stephanie thought importing from excel would be possible.

C. Anything else?
   None

VI. Unfinished Business

A. Program Review
   Mel had talked to Michelle Francis about using Professional Development Day to introduce faculty to various Program Review changes. Mel had asked the committee to come up with workshop ideas. It was suggested that benchmarking, integrated planning overview and “how to read the data” would be good workshops. Jen suggested we provide scenarios to engage faculty. Stephanie suggested we look at the six success factors that Kuni shared with us at our last meeting and introduce ideas of how to integrate them into curriculum and programs. Jen mentioned that the k-12 system had already implemented these strategies and had some successful ideas that we could borrow. SLAPC would most likely present these workshops for the spring 2016 Professional Development day.

   LeAnn suggested that BRAC should tell people that they had been funded with discretionary funds because of their Program Review”. Mel was going to bring this up in the BRAC committee and provide them with a template for a letter.
The committee discussed what to do with non-submittals. Elise felt we should not be in charge of enforcement. Stephanie reminded the group that we needed 100% compliance to satisfy our accreditation recommendations. After lengthy discussion a process was agreed upon.

**Program Review Process Recommendation**

SLAPEC recommends that the Academic Senate approve the following course of action when faced with programs who have not submitted their program review:

1. SLAPEC representative will reach out to non-submitters to help them submit their program reviews.
2. SLAPEC will ask the department and/or division chairs of non-submitting programs to reach out those programs who have not submitted their program review.
3. SLAPEC will ask the Academic Senate, the Office of Instruction, and (in the case of Administrative and Non-Instructional areas) College Council, VP of Student Services Council to reach out to each non-submitting program.
4. If none of these communications work, then SLAPEC recommends that the Division Chair and the Vice President of Instruction take over the scheduling of courses for the programs that do not submit program review.

**Stephanie’s Letter:**

Stephanie provided the committee with recommendations to bring to the Senate to provide a process for dealing with non-submittals.

1. WVC received accreditation in summer 2015 based on achieving standards including all programs completing program review on an approved cycle
2. Those programs that do not complete their program on the cycle are jeopardizing the accreditation status of the college as it approaches the midterm report in 2017 and thereafter.
3. SLAPEC’s role is to support programs in completing a thoughtful self-reflection of their program in alignment with the college goals and the continuous improvement of student learning.
4. SLAPEC recommends that the Senate work with the Office of Instruction to identify consequences for programs not completing Program Review. It is recommended that these consequences be identified by the end of fall semester with
the understanding that the college will benefit from a culture of 100% participation in these activities.

Mel said he would reach out one more time to non-submittals before the formal letters are sent.

Stephanie provided the committee with a draft of a handout for the Program Review Benchmarking Question (see attachment). LeAnn thought that we might need one more question to cover programs that do not apply to the data points.

It was decided to hold a special discussion meeting on Tuesday, October 13 to continue working on program review questions.

VII. New Business
None

VIII. Future Agenda Items
A. SLO Submission Process (Placeholder document)
B. Integrating Program Review and SLO Assessments
C. SLAPEC Ambassadorship

IX. Next Meeting
Tuesday, October 20, 2015 from 2:30 PM – 4:00 PM

X. Adjournment
The Meeting was adjourned at 4 PM.