Student Learning and Program Effectiveness Committee
Unapproved Minutes
Tuesday, October 20, 2015
2:30 PM – 4:00 PM
Fox 211

Members

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<th>Members</th>
<th>Present</th>
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<td>Mel Vaughn</td>
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<td>Stephanie Kashima</td>
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<td>Elizabeth Maciel</td>
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<td>Heidi Brueckner</td>
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<td>Patricia Louderback</td>
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<td>Jeannette Richey</td>
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<td>Betsy Sandford</td>
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<td>Peggy Mathieson</td>
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<td>Kelly Cooper</td>
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<td>Jennifer Ho</td>
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<td>Elise Johnson</td>
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<td>LeAnn K. McGinley</td>
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Visitors

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<td>Alfred Forrest</td>
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<td>Tiina Keller</td>
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I. Call to Order

II. Order of the Agenda

No changes to the agenda

III. Approval of Meeting Minutes

Minutes approved.

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.

No oral communication.
V. Information and Announcements

A. Calendar

Proposed timeline:

November 13, 2015  Launch 2015 – 2016 Program Review
February 19, 2016  Due date for program review budget surveys
February 26, 2016  Due date for Fall 2015 SLO Assessments
March 18, 2016  Due date for program review self-studies
April 15, 2015  BRAC allocates resources based on program review budget surveys and self-studies

Calendar blessed

B. Academic Senate report

1. Status of last year’s submissions and evaluations
   • Mel informed the Senate of 11 non-submitters
   • Need to revisit who has submitted recently

2. Recommendations to the Academic Senate about non-submittals.
   • Recommendations from Mel to Senate:
     • Request that a senator of the AS sit on SLAPEC
     • Report on PR submissions
     • Report on PR and BRAC – BRAC is using program review data to make ongoing budget decisions
     • Request for approval for a single comprehensive pr
     • Request approval for 15-16 PR timeline
     • Request approved for SLO Assessment Schedule change
     • Request approval for process of handling program review non-submitters
       • Mel showed and read the proposal he presented to the Senate entitled “Report to the Academic Senate – 13 October 2015”
       • Recommendation by LeAnn to add Vice
President of Student Services as someone to include in the process for intervening with programs who have not submitted

- One proposal to Senate was to deny overloads to dept chairs/program leads who do not submit program review
- SLAPEC recommended creating a menu of options to apply for non-submitters;
- SLAPEC will reagendaize the recommendations to Senate for non-submitters

- Report on SLOA/PR Scheduling and Reporting

C. SLO Assessments Report
   1. Mel will be checking the Master List against late submissions by this Friday

D. Program Review report
   1. PR Submissions uploaded to SLAPEC site
      - Mel uploaded to the SLAPEC website
   2. Progress of data for institutional benchmarking
      - Miqueas will be providing this data
      - Mel will check where the ethnic data is pulled from (sometimes Filipino designation is lumped in with Pacific Islander)
      - Need to correct “African” to “African American”
      - Review of Miqueas’ template for data (without list of actual data)
      - Recommendation to consider his “Questions to consider” in our construction of questions
   3. Reaching out to Governance groups and programs on program review questions
   4. Progress on Professional Development ideas.
   5. Misc.

E. Integrated Planning Committee Report
   1. See above notes on benchmarking

F. BRAC Report
   1. Mel has not been able to sit in on BRAC meetings; may not be able
G. Other
1. Report on demo for ellucian’s TrakDat and Perform
   - Reviewed TracDat last Friday; satisfactory product
   - “Perform” is a data management product from Ellucian
   - Mel and Stephanie were not impressed by TracDat and Perform
   - Will review Elumen this Friday

VI. Old Business
A. Program Review (60 minutes)
   1. 2015 – 2016 Program Review
      a) Contact List
         - Mel shared the list of Division/Department Chairs and Program Heads from the Office of Instruction
         - He will be contacting each person to ask who the contact person is for Program Review completion this year
      b) Discussion of proposed questions and rubric. Streamlining PR questions

B. Group reviewed the draft created by SLAPEC last week and tweaked by Mel

C. Will send draft questions to various groups for input on the PR questions:
   1. Part II.
      a) Brad Weisberg (Career Programs)
   2. Part III.
      a) Curriculum Committee
      b) Counseling
      c) PGC/DCC (Course Offerings Questions to consider) – should these questions be optional or required? Will discuss at next meeting
      d) Question 18 is not responded to well for some
reason; probably because chairs don’t understand the question fully. Perhaps we need Freba to meet with each program to outline an articulation “plan”.

e) Proposal to remove the question for this year and move toward training depts. On understanding Assist and Articulation agreements

f) Section V – revisit reflection questions next meeting

g) Section VI – programs will be provided with their benchmark for each of the 14 categories

D. Peggy needs to meet with Brad W to deal with program completers

We will meet next Tuesday to continue to review questions.

E. 2014 – 2015 Program Review
1. Theme report
2. Survey

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, November 3, 2015 from 2:30 PM – 4:00 PM

X. Adjournment
The Meeting was adjourned at 4 PM.