I. **Call to Order**
   The meeting was called to order at 2:39 pm.

II. **Order of the Agenda**
   The order of the agenda was changed to hear New Business A. All College Day when Michelle Francis arrives at the meeting.

   (Motion to approve change of order of agenda: McGinley; seconded: Louderback; approved)

III. **Approval of Meeting Minutes**
   No prior meeting minutes were presented for approval.

IV. **Oral Communication from the Public**
   No oral communication was received from the public.
V. Information and Announcements
Members were given a print out of the unassessed Spring 2015 courses and programs.

VI. Unfinished Business
A. Program Review
The 2015-2016 program review was discussed using the “combined instructional/non-instructional survey” form. The committee discussed the new benchmarking requirements. The committee proposed several language revisions to the form to make it easier for readers to understand what was being asked and/or to locate data they are being asked to interpret.

(Motion to adopt form as revised: Stephanie Kashima; seconded: Alfred Forrest; approved; one abstention: Jennifer Ho)

VII. New Business
A. All College Day – Discussion with Michelle Francis, Chair, Professional Development Committee
- The PDC would like SLAPEC to present during the general session (from 10:50 to 11:15 am) because of the importance of program review. It was discussed what should be done during the presentation. Some suggestions included showing people how to interpret data, presenting success strategies, or reviewing an example of a program review.
- The PDC is also having a session on the 28 January, the Thursday before All College Day. Instructors who attend will earn flex credit. Already scheduled is breakfast and a workshop featuring a speaker on student success strategies. Michelle will forward the speaker’s outline to Mel who will forward it to committee members.
- It was discussed whether the committee should consider doing a presentation on this additional day in the afternoon. Suggested topics were benchmarking, interpreting research data, and success strategies.
- Michelle says the PDC is also considering a second workshop in early February and that SLAPEC might consider offering a session then. Michelle noted that presenters get double time for flex credit. It was discussed whether those who help prepare the presentations should also get flex credit.
- Michelle will send out a save the date email for these planned sessions sometime after Thanksgiving.
- Another issue discussed was the changing student population and changing pedagogy to address their learning issues. At this point, the meeting was adjourned.