SLAPEC Agenda

12/14/15

Present: Mel, LeAnn, Elise, Patricia, Betsy, Stephanie, Alfred, Tiina, Peggy

I. Call to order
II. No change to order of the agenda.

III. Approval of Minutes

Minutes from last meeting: correct spelling of Counsel to Council in VII. New Business
Minutes approved

IV. Oral Communication - no Oral Communication

V. Information and Announcements
   A. Calendar:
      a. We will give 2 workshops in Spring
         i. Feb. 9 - first workshop
         ii. March 4 (tentative date) - second workshop
      b. Feb 19 - budget surveys due
      c. Feb. 26 - due date for F15 SLO assessments
      d. March 18 - due date for PR self-studies
      e. April 15 - BRAC allocates resources

Please encourage your people to submit their budgets as soon as they can, before Feb 19 so BRAC has time to review. Mel is working on joint college message with Pat Fenton regarding the budget survey. This will be sent out this week and again before classes start in Spring.

   B. Academic Senate Report - no report
   C. SLO Assessments Report - Mel will send out updated report this week
   D. Program Review Report - Mel thanked Elise and LeAnn for the flyer for our Feb. 9 workshop
      Miqueas is over 1 month behind in getting the data for PR out. He has had some family losses recently. The general PR data is posted. It includes enrollment and success data. The enrollment data for Physics was wrong. Miqueas is working on correcting the enrollment data formula for all the programs. Mel has recommended that Miqueas post a message on the website indicating "coming soon" to avoid confusion. Course offerings data is also incorrect. Benchmarking data has not been posted.

      Elumen will eliminate a lot of the data issues because the data will live in Elumen. The committee expressed concern about the lateness of the data, lack of reliability in meeting deadlines and the inaccuracy of data.

   E. Integrated Planning Committee Report - Mel was ill and couldn't attend this meeting
   F. BRAC Report - no report

VI. Old Business
   a. Program Review Rubric
There was discussion about whether we should use numbers on the rubric or not. Recommendation to use the rubric to apply to sections rather than individual questions. The group agreed to this. The only question in the Conclusions section that needs to be reviewed is 41. If there is any inadequate score, the PR gets sent back to the program. Other than that, the emphasis is not on scoring the PRs, but on providing helpful feedback. We are now collaborating with ADC re: feedback on PRs. ADC wants to communicate with programs that are doing well and congratulate them. The committee discussed reducing the scoring options from 5 options to 4 options to make it easier to grade:

- **NA** - not applicable
- **3** - inadequate - no response given or response does not adequately address the question
- **2** - satisfactory - question was answered
- **1** - good - showing continuous cycle of quality improvements, reflecting on past, present, and future...

The group agreed to use emoticons to replace the numbers 1, 2, 3 in the rubric.

There are 80 programs; the group randomly selected programs to review. Stephanie will be in Banner training in the Spring; she will take notes at meetings and be exempt from reviewing PRs; Should we ask Photo to do a PR or are they part of Art? Mel will ask Kathy and Brian if they want to combine the Art and Photo PRs into a single report. Not sure if Jeannette Richey and Kelly Cooper are still active members of this committee. There are 10 members who can read the Program Reviews. Committee members randomly selected numbers to identify programs to review.

**Assignments (see spreadsheet for programs that correspond to numbers):**

- LeAnn: 5, 26, 31, 32, 51, 60, 74, 56, 65
- Elise: 22, 23/24, 28, 38, 34, 6, 37, 45
- Patricia: 49/50, 2, 57, 17, 41, 44, 42, 72
- Betsy: 1, 7, 12, 39, 58, 71, 48, 14
- Alfred: 8, 11, 35, 47, 53, 3, 29, 13
- Tiina: 52, 79, 46, 10, 18, 68, 55
- Peggy: 15, 16, 59, 62, 63, 78, 19, 54
- Alyson: 4, 67, 64, 75, 70, 36, 25, 76, 69
- Jen: 61, 9, 33, 20, 27, 73, 40, 77, 21
- Mel: 43, 30, 66, 61, 80

**VIII. Future Agenda Items**

**IX. Next Meeting: Feb. 2, 2016**