I. Call to Order
Meeting was called to order at 2:38 pm

II. Order of the Agenda –
• Motion to change order of agenda to discuss VII.A.2 - SLO Theme Report Discussion. All in favor, no opposed

III. Approval of Meeting Minutes (5 minutes)
9/4/18 minutes were approved with a minor change to calendar and spelling.

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.

V. Information and Announcements (10 minutes)
A. Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>August 23, 2018</td>
<td>SLO Training for Faculty &amp; Coordinators</td>
</tr>
<tr>
<td>September 28, 2018</td>
<td>Due Date for Spring 2018 SLO Assessments</td>
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<tr>
<td>TBD</td>
<td>SLO Training for Faculty &amp; Coordinators</td>
</tr>
<tr>
<td>TBD (Nov. 16, 2018)</td>
<td>Tentative Due Date for Program Review Progress Report</td>
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TBD (Dec. 7, 2018) | Due Date for Program Review Reader Feedback
---|---
February 22, 2019 | Due Date for Fall 2018 SLO Assessments

B. Academic Senate report – Mel & Betsy will provide updated next week’s mtg.
C. SLO Assessments Report – see Section VI details
D. Program Review Report - see Section VI details
E. Integrated Planning Committee Report
   1. Discussed Program Review/SLO Theme Report.
F. BRAC Report – no updates
G. Accreditation Report – No updates
H. Other: no updates

VI. Old Business

VII. New Business
A. SLO Theme Report discussion - Mel provided background and discussed proposal of an SLO Theme Report process. This includes:
   1. Deans would facilitate discussion between programs
   2. Summaries will be provided by the different programs/depts.
   3. Compile each summary for Theme Report by Division.
   4. SLAPEC will create Theme report from those summaries.
      a) Will create a template to provide the Dean/Dept what information looking for. What information?:
         - Where you were?
         - Where you are?
         - Where you are going?
   5. Key points can include:
      a) Help Deans get to know their programs better.
      b) Provide direction/input.
      c) SLO will help with budgetary needs
      d) For Accreditation, document for BRAC Report
   6. Concerns:
      a) Deans already busy workload. May be seen as just ‘more’ work. It would be delegated to others.
   7. Mel reminded that these conversations/discussions should already be happening. Can include FT/PT faculty.
      a) Also the summaries shouldn’t take a long time to do. Depts./programs only need to provide a few bullet points.
      b) Chris Dyer offered to provide support if there is any pushback from Deans.
8. Motion: Development of SLO Theme Report. SLAPEC will ask Deans to facilitate at Division/Dept levels for common SLO themes. SLAPEC will create a template document.
   a) Motion was approved by all except 1 abstain.
   b) Ongoing discussion.

B. SLO Master Schedule has been updated 8.15.18. Betsy and Karen will update it again and post to website at end of September.

C. Elumen Program Review Strategic Initiatives demonstrated by Betsy
   1. Goals alignment, Action Plans for goals, Links to SLOs, Includes resource requests ($).
   2. Next year, the full PLOs will be implemented on elumen.
   3. Will need to create training manuals/training workshops similar to other elumen training.

Next Meeting
Tuesday, Oct 2, 2018 at 2:30 PM – 4:00 PM in Fox 201.

VIII. Adjournment - was called at 3:59 pm.

* All SLAPEC meeting agendas are archived in the SLAPEC website on the West Valley College website at http://www.westvalley.edu/committees/student-learning-program-effectiveness/index.html.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations should contact WVC SLAPEC Chair Betsy Sandford at (408) 741-2478 (betsy.sandford@wvm.edu) or WVC SLAPEC Chair Mel Vaughn at (408) 741-2483 (Melvin.vaughn@wvm.edu) at least one week prior to the meeting date.