Student Learning and Program Effectiveness Committee

Meeting Minutes

Tuesday, February 16, 2016
2:30 PM – 4:00 PM
Fox 211

<table>
<thead>
<tr>
<th>Members</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mel Vaughn, Chair</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>VACANT academic senate representative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brad Weisberg (pending senate confirmation)</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Elizabeth Maciel, administrative services dean</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Tiina Keller, art &amp; design, school of</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Heidi Brueckner, art &amp; design, school of (alternate)</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Patricia Louderback, health &amp; human development division</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Alfred Forrest, health services, director</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Jeannette Richey, language arts divisions</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Betsy Sandford, library</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Peggy Mathieson, professional studies, school of</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Kelly Cooper, professional studies, school of (alternate)</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Alyson Butcher, science and math division</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Jennifer Ho, social sciences division</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>VACANT student representative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elise Johnson, student services</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>LeAnn K. McGinley, student services</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

I. Call to Order

- Meeting began at 2:40pm

II. Order of the Agenda

III. Approval of Meeting Minutes (5 minutes)

- Minutes from 2/2/16 meeting need to be changed to: (1) reflect correct year of 2016 at top, and (2) SLO assessment report for Psychology to use Spring 2014 results – DONE
- Minutes from 12/14/15 and 2/2/16 were then both 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.

- None present
V. Information and Announcements (10 minutes)

A. Calendar
   Timeline:
   November 25, 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 4, 2016      (Postponed) Program Review Workshop II
   March 18, 2016     (Postponed) Due date for program review self-studies
   April 15, 2016     BRAC allocates resources based on program review budget surveys and self-studies
   September 2016     (Proposed) Due date for program review self-studies

B. Academic Senate report
   ➢ Mel reported to the Senate that the SLAPEC committee feels it is best to postpone the PR self-study to the Fall 2016 semester

C. SLO Assessments Report
   ➢ Mel needs to review current SLOs and update Master Schedule in next few days (last updated 11/15/15) – DONE

D. Program Review report
   ➢ Discussed what exactly is due on 2/19/16 – confirmed the budget spreadsheet must be sent to Pat Fenton (note blank spreadsheet on BRAC website) and the PR budget portion must be submitted on ANGEL

E. Integrated Planning Committee Report
   ➢ None

F. BRAC Report
   ➢ None

G. Other
   ➢ None

VI. Old Business
   ➢ None
VII. New Business

A. SLAPEC
   Discuss an “Emergency Task Force” – essentially, the protocol SLAPEC will adopt when decisions must be made for the committee during in emergency situations.
   - Proposal: SLAPEC Chair will call an emergency meeting within 24 hours and create an agenda. If there is a quorum at the meeting, the group will decide. If there is not a quorum, then the chair will decide with input from as many members as are at the meeting.
   - Vote on this proposal at next SLAPEC meeting

B. Program Review
   1. General discussion of timeline, requirements, rubric, reader assignments, etc.
      - Self-study now due 1st Friday in November (11/4/16) of Fall 2016 semester (will revisit more permanent schedule at a later date)
      - Put out another email detailing exactly what is due on 2/19/16??

C. SLOA
   1. General discussion of timeline, requirements, reader assignments, etc.
      - None

Future Agenda Items

- More permanent dates as to when PR is due (e.g. self-study always due 1st Friday of November and budget always due 3rd Friday of February)
- Tie SLOs into PR or not
- How to complete PR in 2016-2017 school year? Use Illumen or Canvas?

VIII. Next Meeting
   Tuesday, March 1, 2016 from 2:30 PM – 4:00 PM

IX. Adjournment
   * All SLAPEC meeting agendas are archived in the SLAPEC 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 Mel Vaughn at (408) 741-2483 (melvin.vaughn@wvm.edu) at least one week prior to the meeting date.