I. Call to Order

II. Order of the Agenda

III. Approval of Meeting Minutes (5 minutes)
Sept. 5, 2017 minutes were 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.
V. Information and Announcements (10 minutes)

A. Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 30, 2017</td>
<td>Due date for Spring 2017 SLO Assessments. Can submit through Elumen or SLOSubmit email.</td>
</tr>
<tr>
<td>TBD</td>
<td>Elumen Training for SLO Dept. coordinators.</td>
</tr>
<tr>
<td>TBD</td>
<td>Elumen Training for Faculty inputting SLO results.</td>
</tr>
<tr>
<td>November 17, 2017</td>
<td>Due date for Program Review Progress Report</td>
</tr>
<tr>
<td>TBD (December 5, 2017)</td>
<td>Due date for Program Review Reader Feedback</td>
</tr>
<tr>
<td>February 25, 2018</td>
<td>Due date for Fall 2017 SLO Assessments</td>
</tr>
</tbody>
</table>

B. Academic Senate report
1. Michelle was formally added as a member of SLAPEC committee.
2. Mel provided a progress report on SLAPEC due dates and discussed the upcoming email to go out regarding the program review questions and deadlines.
3. For future meetings, Patricia will provide updates from Academic Senate meetings.

C. SLO Assessments Report - see section VI and VII for details

D. Program Review report - see Section VI and VII for details

E. Integrated Planning Committee Report – no updates

F. BRAC Report – no updates

G. Other:
1. Elumen is a good tool to help with SLO’s. There is some concern with the security of aggregate data. Faculty may be wary or reluctant to provide true accurate data if there is concern that information may not be confidential.
   a) What are the strategies to reassure confidentiality? This topic will be discussed more at a later meeting.
   b) Patricia asked about an Elumen technical question about a submit button after the reflections section. Mel will check into it.

VI. Old Business

A. Elumen Training scheduling in progress. Mel will follow up with Betsy.

B. Program Review questions and deadlines will be emailed out soon. In general, the 5 questions will entail:
   1. What are the goals to achieve?
   2. What are the challenges to meeting these goals?
   3. What resources are needed to achieve goals?

C. Program Review reports will be in Elumen soon. Can start creating answers to copy and paste later into Elumen.
VII. New Business
A. Action Plan for Outstanding SLOs:
   1. Understand and empathize that faculty are very busy with learning Banner and Canvas as well as Elumen.
   2. Reach out to department and division chairs for assistance.
   3. Come up with action plan with individuals and try to at least get a commitment when they can get them in.
   4. Notify Betsy and Mel of any errors on master schedule.
   5. Some committee members suggested to have those who’ve completed their SLO’s in Elumen to help out those who may be inexperienced. Walk them through the program. It may alleviate some apprehensiveness or reluctance.
   6. Tiina asked what is the motivation or incentive for completing SLO’s. Mel suggested ways to answer this question.
      a. Rather than seeing it as just a State-requirement, turn it around and ask yourself “How can I do better?”.
      b. Look at SLO’s as helpful tool to be a better instructor.
   7. If still unable to get SLO’s, contact co-chairs, Mel or Betsy, who can help facilitate the process.

B. Other Actions or Topics:
   1. Mel will follow up with Betsy on what email addresses are being used in Elumen.
   2. Mel will follow up with Betsy of Patricia’s concerns of SLO’s in her group.
   3. Mel will email the outstanding SLO’s to Elise.
   4. It was suggested to create a promotional video on Elumen to share with whole campus.
   5. A question was asked if Elumen can be linked to Canvas? Can Banner be linked to Elumen?

C. For Next Meeting:
   1. In the Program Review process, what role does the committee have?
   2. Mel asked members to be prepared to discuss SLAPEC’s goals.

VIII. Next Meeting
      Tuesday, October 3, 2017 from 2:30 PM – 4:00 PM in Fox 203

IX. Adjournment
* 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.