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

II. Order of the Agenda
    Confirmed.

III. Approval of Meeting Minutes (5 minutes)
    Sept. 19, 2017 minutes were approved after minor changes.

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 visitors.
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 23, 2018</td>
<td>Due date for Fall 2017 SLO Assessments</td>
</tr>
</tbody>
</table>

B. Academic Senate report
1. Discussed going forward with everyone using WV email rather than individual personal emails. Will be notified by administration.

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

D. Program Review Report - see Section VI and VII for details
1. Mel & Betsy will send out an email to committee members a draft letter to the college explaining the Program Review process due Nov 17th. Final email will go out to college no later than end of this week.

E. Integrated Planning Committee Report – First meeting this Friday.

F. BRAC Report – no updates

G. Other:
1. Discussion on who we are as SLAPEC? What accomplishments do we want to set? Suggestions included:
   a) Improve communication. (i.e.: notification when budget/resource is approved or not approved.)
   b) Find ways to support, provide incentives or suggestions to help faculty update SLOs. Make it fun.
      • Train ‘experts’ to reach out to provide training and support. Provide more training for committee members.
      • Create how-to videos. Create checklists.
      • Simplify, simplify, simplify

VI. Old Business

A. Elumen SLO Training scheduling in progress.
   • Betsy has met with Theater, AJ and Court Reporting for training. She has scheduled training with Paralegal.

B. The Sept 30th deadline for SP17 SLO assessments has passed, but if you have any updates this week, please get them in.
VII. New Business

A. Program Review Progress Report
   1. Accessibility issues with program review files are almost complete by Karen.
      Need to coordinate with Daniel to upload to SLAPEC website.
   2. Progress of resource allocation integration
      a. As discussed at last meeting, Elumen has capability to link goals to
         resource/budget allocations. After meeting with Megan (Elumen), Betsy
         and Mel found out that this component of the system will not be
         available at this time. For now, continue with current procedure and
         form.
   3. Elumen – Resource Request Template
      a. Betsy demonstrated the “Resource Request” template in Elumen.
      b. Asked for suggestions for column headings include:
         - Indicate instructional or non-instructional
         - Identify type of resource (i.e.: faculty)
         - Budget – need more details (i.e.: type of software)

B. SLO Assessment Report and Discussion
   1. How-To Videos
      a. Discussion on types of videos needed. Will schedule a meeting to
         discuss more in detail.
      b. Committee members commented on needing more training before
         offering video suggestions.
      c. Suggestions on videos include “getting started”; how to get into courses;
         roles; and reset passwords.
      d. In the future, will post information in Canvas: SLO assessments,
         Program Reviews, Videos, etc.
      a. In contract, evaluation is based on participation only, not SLO data.
      b. Reluctance or worried of repercussions for others to see poor
         performance. How to provide confidentiality.
         - It was suggested as part of training to show what the committee
           member sees in Elumen. Consider providing in video.
         - Include a statement on intent / purpose of SLOs.

C. Other Topics:
   1. Email from Michelle regarding IEPI Pathways Project workshop that can
      include a SLO discussion. Betsy or Mel will contact Michelle to clarify and
      send email to committee members.

VIII. Next Meeting
      Tuesday, October 17, 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.