I. **Call to Order**  
Meeting was called to order at 2:37 pm by Mel

II. **Order of the Agenda** – no changes

III. **Approval of Meeting Minutes (5 minutes)**  
4/17/18 minutes were approved with one minor change.

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>
</tr>
</thead>
<tbody>
<tr>
<td>9/28/18</td>
<td>Spring SLOs will be due.</td>
</tr>
<tr>
<td>11/16/18</td>
<td>Program Review Progress Report Update due</td>
</tr>
<tr>
<td>2/22/19</td>
<td>Fall SLOs will be due.</td>
</tr>
</tbody>
</table>
B. Academic Senate report – no update
C. SLO Assessments Report – see Section VI details
D. Program Review Report - see Section VI details
E. Integrated Planning Committee Report
   1. Betsy, Mel met w/ Stephanie Kashima last week. See Section VII-A for more details.
F. BRAC Report – no updates
G. Accreditation Report – No updates
H. Other: no updates

VI. Old Business
A. Program Review Progress Report
   1. Presented Theme Report to Academic Senate and Classified Senate.
   2. Mel mentioned during the recent Academic Senate and Classified Senate meetings, the members appreciate the hard work the SLAPEC committee has done. There will be a presentation this Fall.

VII. New Business
A. Brainstorming for next Fall. Mel & Betsy met with Stephanie Kashima during Integrated Planning meeting. Discussed the following:
   1. Stipend for summer SLAPEC work to prepare for FA18.
   2. Creating training videos on SLOs. Elise suggested reaching out to Whitney in Marketing to help with creating ‘screencast’ videos. This is available for faculty to use.
   3. Stephanie suggested creating a Theme Report for SLO’s.
   4. Host Meetings or events on SLOs.
      a) Flex Day – campus-wide discussion. Will need to time to prepare for WI 19.
      b) Surveys and activities– similar to what Michelle F. used.
B. SLO Updates
   1. Betsy will send out a reminder email to faculty on updating SLOs in Elumen also informing them rosters are loaded so can start updating SLOs.
   2. Fall SLOs will be due end of September 28, 2018.
C. Program Reviews
   1. Mel asked for feedback from committee members on Program Review process this term. Process will remain same.
   2. For Financial Requests, Pat Fenton will be getting involved more to create more clarified requests.
   3. Fall SLOs will be due end of September 28, 2018.
D. Elumen – Organizational Dept Goals
   1. Betsy discussed utilizing the Dept Goals to tie to College goals. Including creating Action Plans, financial requests. This was not utilized last time. This
year will not need a new Report, just a progress report, so it’s a good time to work on these.

E. Reflections – Mel asked for feedback on past year for Committee. Comments include:
1. Elumen – hope it will be easier to use in coming year now that Elumen has fixed issues.
2. Create a master calendar was suggested.
3. Create or update “How To”-instructions. It was especially helpful for those who are unable to attend scheduled in-person training workshops.
4. Alfred suggested reaching out to Miqueas Dial for data finding.

F. Miscellaneous:
1. Betsy will create a map to program level (ISO) institutional level outcomes. Stephanie suggested SLAPCE committee make recommendations of ISO’s.
2. Need to update SLAPEC website. Still refers to “Division Chair”.
3. On the Master SLO/PLO schedule, Betsy and Karen will need to add new courses, certificates/programs; and delete deactivated ones. Any updates send to Karen and Betsy. Will update in June 2018.
4. New Committee members – If anyone is interested in joining the committee, please email Mel and Betsy. Any replacement requests need to go to Academic Senate.

Next Meeting
Tuesday, September 4, 2018 at 2:30 PM – 4:00 PM in TBD.

VIII. Adjournment - was called at 3:31 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.