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

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

III. **Approval of Meeting Minutes (5 minutes)**
11/7/17 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 visitors.
V. Information and Announcements (10 minutes)

A. Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<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 (Feb 2018)</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>
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B. Academic Senate report – no updates
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
G. Other: no updates

VI. Old Business

A. Betsy presented 2015-2016 Program Review Summary Report to Classified Senate on 10/18/17.

B. Update on SLOs:
   1. Committee suggested eLumen SLO training during Flex days in Jan 2018.
   2. Overdue SLO reports – discussion on next steps / strategy for getting SLO reports.
      a. Phone call, face-to-face conversations.
      b. Mel provided sample email citing contract language.
      c. Coordination with new Dean(s) or notifying Academic Senate.
      d. eLumen does make it easier to write up SLO reports.

VII. New Business

A. Program Review Progress Report
   1. Elumen Issues:
      a. Betsy cited issues in eLumen regarding some “roles” which cannot see information.
      b. In Resource Allocation Table, the $ column is unable to ‘add’ up the $'s and does not display any information, if any non-numerical text is included (including dollar signs). Shows up as blank. Betsy and Committee members will need to notify those who have completed Program Review to revise that column.
   2. Discussion on how Program Review submissions will be reviewed by SLAPEC and due date for feedback from the reviewers.
a. Each member of committee will need to read about 7 program review progress reports
b. A formal rubric review form will be created based on last year’s rubric form combined with this year’s questions. The form will be emailed to submitters and stored in folder on eLumen.
c. There was a discussion of the role of the SLAPEC in advocacy for departments and in providing feedback on their submissions.
d. BRAC will review Program Review Progress Reports as they did last year.
e. Deadline for SLAPEC feedback will need to be toward the beginning of SP18 term due to technical difficulties with eLumen and the timing
f. Alyson suggested using a random number generator to assign departments to readers. Assignments will be discussed at next meeting.

VII. Next Meeting
Tuesday, December 5, 2017 from 2:30 PM – 4:00 PM in Fox 203

VIII. 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.