I. Call to Order
   Meeting was called to order at 3:07 pm

II. Order of the Agenda – Move V1.A Program Reviews to top of meeting.

III. Approval of Meeting Minutes (5 minutes)
   12/4/18 minutes were approved with minor grammatical changes.

IV. *Oral Communication from the Public (3 Minutes/Person) - None
   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
Aug 23, 2018 | SLO Training for Faculty & Coordinators
Sept 28, 2018 | Due Date for Spring 2018 SLO Assessments
Nov 13, 2018 | elumen Program Review Progress Reports Training for Coordinators.
Nov 30, 2018 | elumen Program Review Progress Reports Training for Faculty & Coordinators
Dec 7, 2018 | Due Date for Program Review Progress Report
Feb/March 2019 | Due Date for Program Review Reader Feedback
Feb 22, 2019 | Due Date for Fall 2018 SLO Assessments

B. Academic Senate report
C. SLO Assessments Report – see Section VI details
D. Program Review Report - see Section VI details
E. Integrated Planning Committee Report
F. BRAC Report – no updates
G. Accreditation Report
H. Other: Will be looking for a SLAPEC Co-Chair to serve beginning of Fall 2019.

VI. Old Business
A. Program Review
   1. Program Review Progress Reports
      a) Betsy and Mel will need to review current Program Reviews for formatting issues. (i.e.: Putting information in correct sections). Only those with data steward access is able to do this. Karen can assist too.
      b) Theme Report Timetable
         • Deliverables due end of Feb, provide feedback in March, complete final report in April and present in May.
      c) Rubric Report – Look at revising feedback document to only have 3 questions.
         • What are the strengths? What are the challenges?; How will you work on to fix?
         • Betsy will revise the Rubrics document for committee to review.
      d) 2017-18 Program Review reports are now checked for accessibility. Karen will provide Mel or Betsy with the final pdfs on a flash drive to upload to website.
      e) Continued discussion on concern of budgets / BRAC process. The Integrated Planning group will discuss at their first meeting on Friday.
      f) Betsy discussed providing more training on Program Reviews in elumen.
B. SLOs and PLO’s
   1. Learning Outcomes
      a) Mel discussed attending a workshop about learning outcomes and the different ways that demonstrate ongoing conversations about SLOs across the campus (as part of accreditation as well). Brainstorming included:
         • Workshops where all faculty are invited to discuss best practices. Scheduled regularly to offer all faculty opportunity to attend. (I.E.: Flex Day)
         • Questionnaires /Surveys
         • Speakers – expertise
         • Mel thinks Theme Report is still a good example.
         • Find ways to promote SLOs in a positive light, not just something that’s mandatory/negative task.
         • If there’s a workshop, schedule after SLOs deadline to provide better feedback or insight at workshop.

   2. SLO Miscellaneous Updates:
      a) Master Schedule - Betsy will upload latest schedule to website this week.
      b) Future training on analyzing SLOs.
      c) Need Departments to map PLOs to SLOs.

VII. New Business

Next Meeting
   Tuesday, February 19, 2019 at 2:30 PM – 4:00 PM in Fox 201.

VIII. Adjournment - was called at 4:03 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.