Student Learning and Program Effectiveness Committee
Meeting Minutes
Tuesday, March 19, 2019
2:30 PM – 4:00 PM
Fox 201

Members | Present
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Betsy Sandford Chair / Library ☒
Mel Vaughn Chair ☒
Elizabeth Maciel Administrative Services ☐
Tiina Keller Art & Design, School of ☐
Heidi Brueckner Art & Design, School of (alternate) ☐
Patricia Louderback Health & Human Development Division ☒
Alfred Forrest Health Services, Director ☐
Silvia Castellini-Patel Language Arts Divisions ☐
Chris Dyer Office of Instruction (ex officio) ☒
Victor Castillo Professional Studies, School of ☐
Alyson Butcher Science and Math Division ☐
Jennifer Ho Social Sciences Division ☒
Jacob Bryan Student Representative ☒
Ethan Ponse Student Representative ☒
Elise Johnson Student Services ☒
VACANT Student Success Coordinator ☐
Karen Okamoto Admin Support ☒

Visitors | none
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I. **Call to Order**
Meeting was called to order at 2:48 pm

II. **Order of the Agenda**

III. **Approval of Meeting Minutes (5 minutes)**
3/5/19 minutes were approved with minor 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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 23, 2018</td>
<td>SLO Training for Faculty &amp; Coordinators</td>
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<tr>
<td>September 28, 2018</td>
<td>Due Date for Spring 2018 SLO Assessments</td>
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<tr>
<td>November 13, 2018</td>
<td>elumen Program Review Coordinator Training</td>
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<tr>
<td>December 1, 2018</td>
<td>elumen Program Review Workshop</td>
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<td>December 7, 2018</td>
<td>Due Date for Program Review Progress Report</td>
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<tr>
<td>February/March 2019</td>
<td>Due Date for Program Review Reader Feedback</td>
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<tr>
<td>February 22, 2019</td>
<td>Due Date for Fall 2018 SLO Assessments</td>
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B. Academic Senate report – Betsy and Alyson attended. Alyson was confirmed as co-chair for FA 2019.
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: none

VI. Old Business
A. Program Review Process
   1. Program Review Progress Reports
      a) Copies of Program Review Progress Reports by department were passed around earlier. There were still 20 missing.
      b) After reviewing reports, have noticed some information missing. Includes Primary contract name, Deans not signing. Betsy will follow up with Dean to ensure they have access to do so; section missing and publishing not done correctly.
      c) Comments also seem to be very brief and too general. It’s difficult to find specific details to include in theme report. Next time, will need to revise questions meet theme report needs.
      d) Committee attendees went through the exercise to find key information from each department PR reports to provide in theme report.
      e) Mel will create a spreadsheet with the 4 categories (strengths, challenges, achievements and highlights). Committee should review the reports that were assigned to them and provide if any of their findings is significant to include in theme report. This will help Mel with creating the Theme Report draft.

VII. New Business
A. West Valley College Mission Statement: At the request of Provost Pouncil, SLAPEC will discuss the College’s Mission Statement and explore if it needs to be updated, changed or remain the same.

Next Meeting
Tuesday, April 16, 2019 at 2:30 PM – 4:00 PM in Fox 201.

VIII. Adjournment - was called at 4:00 pm.

* All SLAPEC meeting agendas are archived in the SLAPEC website on the West Valley College website at Meeting Agendas and minutes http://www.westvalley.edu/committees/student-
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.