Student Learning and Program Effectiveness Committee
Meeting Minutes
Tuesday, November 19, 2019
2:30 PM – 4:00 PM
Office of Instruction Conference Room, Library (Old Tutorial Center)

Members                               Department                                      Present
Betsy Sandford                        Chair / Library                                  ☒
Alyson Butcher                        Chair / Mathematics                             ☒
Patricia Louderback                   Health & Human Development Division             ☒
Silvia Castellini-Patel               Language Arts Divisions                          ☒
Laura Plunkett                        Science and Math Division                        ☒
Jennifer Ho                           Social Sciences Division                          ☒
Diane Hurd                            Art & Design, School of                          ☒
Tiina Keller                          Art & Design, School of                          ☐
Heidi Brueckner                       Art & Design, School of (alternate)              ☐
Victor Castillo                       Professional Studies, School of                  ☒
Elizabeth Maciel                      Administrative Services                           ☒
VACANT                                Student Services - Counseling                    ☐
Mae Conroy                           Student Services – General                       ☒
Yusuf Labib                          Student Representative                           ☒
Renee Paquier                        Office of Instruction (ex officio)               ☐
Karen Okamoto                        Administrative Support                          ☒

Visitors                               Department/Title
No visitors

I.   Call to Order
Meeting was called to order at 2:48 pm

II.  Order of the Agenda
Order of Agenda was approved (Jen Ho – motioned, Patricia – seconded, all were in favor).

III. Approval of Meeting Minutes (5 minutes)
11/5/19 minutes were approved with no changes (Patricia motioned, Diane seconded and all were in favor).

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>Item</th>
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</thead>
<tbody>
<tr>
<td>Nov. 8, 2019</td>
<td>Program Review Due</td>
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<tr>
<td>Dec. 3, 2019</td>
<td>SLAPEC Meeting – Discuss PR themes</td>
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<tr>
<td>Dec. 13, 2019</td>
<td>Program Review Reader Feedback Due</td>
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<tr>
<td>February 4, 2020</td>
<td>SLAPEC Meeting – Discuss PR theme report draft</td>
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VI. Old Business
   A. The calendar was discussed and dates all are good. Alyson reminded team to read through assigned Program Reviews prior to the Dec. 3 meeting. Everyone should come prepared with themes in SLOs, closing the achievement gap, successes, challenges, and highlights.
   B. Template for emailing program leads final rubric and feedback will be provided to team by Dec. 3 (including who to send email to and who to CC on that email)

VII. New Business
   A. Betsy handed out the spreadsheet with assigned PR submissions for each SLAPEC reader. She also showed team how to find their assigned program’s PR submission on eLumen. (formal instructions to be sent to team by Alyson later this week)
   B. The committee reviewed “strengths” and “challenges” sections for each PR submission provided.
   C. For the theme report, the team was reminded to be mindful in selecting specific programs when including citing specific examples or comments. It was decided last year to ‘rotate’ different programs so as not to duplicate the same ones in the “highlight” sections.

VIII. Reports: No updates
   A. Academic Senate report
   B. SLO Assessments Report
   D. Institutional Effectiveness Plan Committee Report
   E. BRAC Report
   F. Accreditation Report
   G. Other: None

Next Meeting
   Tuesday, December 3, 2019 at 2:30 PM – 4:00 PM

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-learning-program-effectiveness/index.html.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations should contact WVC SLAPEC Co-Chair Betsy Sandford at (408) 741-2478 (betsy.sandford@wvm.edu) or WVC SLAPEC Co-Chair Alyson Butcher at (408) 741-2590 (alyson.butcher@wvm.edu) at least one week prior to the meeting date.