Student Learning and Program Effectiveness Committee

Meeting Minutes
Tuesday, May 18, 2021
2:30 PM – 4:00 PM
Via Zoom Conferencing

Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Present</th>
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<tbody>
<tr>
<td>Betsy Sandford</td>
<td>Chair / Library</td>
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<td>Alyson Butcher</td>
<td>Chair / Mathematics</td>
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<tr>
<td>Faraneh Javanmardian</td>
<td>Health &amp; Human Development Division</td>
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<tr>
<td>Silvia Castellini-Patel</td>
<td>Language Arts Divisions</td>
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<tr>
<td>Rachel Anderson</td>
<td>Science and Math Division</td>
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<tr>
<td>Jennifer Ho</td>
<td>Social Sciences Division</td>
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<tr>
<td>Diane Hurd</td>
<td>Art &amp; Design, School of</td>
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<tr>
<td>Tiina Keller</td>
<td>Art &amp; Design, School of (alternate)</td>
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<tr>
<td>Heidi Brueckner</td>
<td>Art &amp; Design, School of (alternate)</td>
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<tr>
<td>Laurie Dotson</td>
<td>Professional Studies, School of</td>
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<tr>
<td>Leslie Hotta</td>
<td>Professional Studies, School of (alternate)</td>
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<tr>
<td>Elizabeth Maciel</td>
<td>Administrative Services</td>
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<tr>
<td>Angelica Bangle</td>
<td>Student Services - Counseling</td>
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<tr>
<td>Mae Conroy</td>
<td>Student Services – General</td>
<td>☐</td>
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<tr>
<td>Yusuf Labib</td>
<td>Student Representative</td>
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<tr>
<td>Chris Dyer</td>
<td>Office of Instruction (ex officio)</td>
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<tr>
<td>Karen Okamoto</td>
<td>Administrative Support</td>
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Visitors

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<tr>
<th>Name</th>
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<tr>
<td>Marilyn Morikang,</td>
<td>VP, Administrative Services</td>
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<tr>
<td>Gretchen Ehlers</td>
<td>President, Academic Senate</td>
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I. Call to Order
Meeting was called to order at 2:43 pm

II. Order of the Agenda – no change

III. Approval of Meeting Minutes (5 minutes)
5/04/21 meeting minutes – Motion to approve – Angelica; seconded by Rachel. Minutes Approved by all.

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.
A. Marilyn Morikang and Gretchen Ehlers attended to discuss new Resource Request Rubric form and process.

V. Information and Announcements (10 minutes)
A. Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
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<tr>
<td>May 2021</td>
<td>Department/Program Goal Setting</td>
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<tr>
<td>June 7, 2021</td>
<td>Spring 2021 SLO Results Due</td>
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VI. Old Business

A. Program Review Thematic Summary- Final Version:
   1. Final version of Thematic Summary was presented at both Academic Senate and Classified Senate recently.
   2. President Kashima commented to Betsy and Alyson that she appreciated the hard work by the teams and committee.
   3. Committee members also commented appreciation to the SLAPEC leadership of Alyson and Betsy.

B. Department / Program Goal Setting Reminders:
   1. Encourage Dept. Chairs to remind their program representatives the deadlines for goal settings.
   2. The Provost of Academic Affairs sent an email to Department Chairs
   3. When setting goals, remember to tie to Visions for Success, Guided Pathways.
   4. Video instructions available how to enter goals into elumen.

VII. New Business

A. Next Term – SLAPEC members
   1. If stepping down, notify department chair so they can find replacement. Email Alyson and Betsy.

B. Admin Services – new Resources Request Rubric Form and BRAC
      a. A living document to be more transparent. Will find out why requests are approved or not approved.
      b. Approved by College Council, Academic Senate.
      c. Resource Requests are always linked to Program Reviews. (An accreditation step).
   2. Budget 22-23 will be linked to college goals. Program Reviews linked to Program Goals. Fit into Resource Allocation for next term.
   3. Reviewed a timeline, in general, and a flowchart that has similar timelines.
   4. Marilyn took questions from committee about specific parts of the form. Also questions on how BRAC will review the resource requests.
   5. Gretchen commented that this is a much-improved process that will help the college prioritize /achieve goals. No longer a first come-first-serve process.
   6. Marilyn will be available for training. She can also attend another SLAPEC meeting as needed.
   7. Alyson commented she appreciated transparency. SLAPEC is available to assist with the new process. Copies of the documents presented will be send out with notes by Alyson.
   8. It was suggested to have a Q/A on the budget on Flex Day. Alyson will send to Michelle Francis for a possible event on Flex Day.
C. BRAC’s Role Changing
   1. Prioritization Lists
   2. Funding Allocation
   3. Grants – a new process to be more efficient.
   4. Alyson reminded members to remind their leads that BRAC’s spreadsheet is coming in Nov., not Feb.

D. District/College Organization
   1. Facilities/Technical/IS Requests – District Team – Safety Advisory Team
   2. Provide feedback/input
   3. To avoid duplication work; can be implemented by District or College.

E. Annual Plan will be coming in September/October 2021 for 2022-23 year. Schedules for Winter/Spring 22-23.

F. Chris wanted to thank the committee. Kudos to both Alyson and Betsy during a difficult year.

VIII. Reports (5 minutes)
   A. Academic Senate report
   B. SLO Assessments report – Betsy meeting with division/department leads with updating SLO tracking spreadsheet. Betsy will update spreadsheet in June.
   C. Program Review report – see VI.A. for update.
   D. Strategic Planning Committee report: Last meeting – Task Force completed report and sent to Board. Goals were identified, goals and timelines created.
   E. BRAC report
   F. Accreditation and Institutional Effectiveness Committee report
   G. Other

Next Meeting
The next meeting will be on Tuesday Sept. 7, 2021, at 2:30 PM – 4:00 PM via zoom (to be updated)

Adjournment - was called at 3:40 pm. Motion to adjourn by Angelica; seconded by Diane. All in favor. No opposed.

* 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.