Student Learning and Program Effectiveness Committee
Meeting Minutes
Tuesday, December 1, 2020
2:30 PM – 4:00 PM
Via Zoom Conferencing

I. Call to Order
Meeting was called to order at 2:35 pm

II. Order of the Agenda
No change to Order of Agenda.

III. Approval of Meeting Minutes (5 minutes)
11/17/2020 minutes - No changes. Motion to approve – Angelica; seconded by Faraneh; Approved by all.

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. None

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 5, 2021</td>
<td>Fall 2020 SLO results due</td>
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<tr>
<td>February 16, 2021</td>
<td>2019-2020 PRPR Feedback Due.</td>
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Members

<table>
<thead>
<tr>
<th>Members</th>
<th>Department</th>
<th>Present</th>
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<tbody>
<tr>
<td>Betsy Sandford</td>
<td>Chair / Library</td>
<td>☒</td>
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<tr>
<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>Tiina Keller</td>
<td>Art &amp; Design, School of</td>
<td>☒</td>
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<tr>
<td>Diane Hurd</td>
<td>Art &amp; Design, School of (alternative)</td>
<td>☐</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>
<td>☒</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>
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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

<table>
<thead>
<tr>
<th>Visitors</th>
<th>Department/Title</th>
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<tr>
<td>None</td>
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VI. New Business

A. Reviewed the ongoing PRPR process:
   1. Betsy asked committee members how the reviews of the Program Review Progress Report (PRPR) for each dept. were going.
   2. Betsy reviewed the actual pdf document. In order to see if goals were met or not in the table, will need see the darker outline of box which indicates the answer.
   3. After departments have made revisions in elumen, don’t forget to notify Karen so she can upload the updated pdf document into elumen’s Program Review document library.
   4. Under Goals and Objectives, some departments didn’t write in the provided text boxes, but typed in a paragraph outside the boxes. Will need to reach out to those departments with Betsy’ assistance, if needed, to revise their PRPR so that the information is entered in the correct boxes, otherwise information will not show up in other parts of elumen (i.e.: Resource Allocation).

B. Other questions or suggestions:
   1. Missing “Recommended Actions” information is reflected in other areas of the form. Betsy suggested to ask departments if they have any planned actions? If those have been met, do they have any new plans for the new year?
   2. International Students report – It was noted that the dept. does not have a counselor, only has a support /coordinator who filled out the report. Betsy stated it was ok that they didn’t have to fill out Goals in formatted elumen format this time. Tiina will add a comment in her feedback to reflect this.
   3. Faraneh commented she enjoyed reading what other programs are doing.
   4. Angelica suggested to have ‘sample’ program review progress reports available to new department chairs to provide a standard on how to fill it out.
   5. Laurie asked what should she be looking for in the PRPR on the Student Learning Objectives (SLOs). Some of the answers were not consistent. Betsy suggested asking questions such as:
      a) Have you used elumen to generate report?
      b) Have you seen data for each course and discussed data?
      c) Are you recording notes for these meetings as a means to document what was discussed?
   6. Rubric Document - Betsy asked if anyone had problems with the ‘drop down’ menus in the document when selecting answers. If so, you can just type in the comment box.
   7. Betsy reminded everyone when emailing to departments to also include the administrator assigned to the PRPR.

C. Roles/ Responsibilities of SLAPEC members. This will be tabled for the next meeting due to Alyson did not attend today’s meeting.
VII. Old Business (20 minutes)
A. SLO training session
   1. Betsy asked if anyone had time to review the SLO training video. The video
      provides training for different people. (faculty, Dept. Chairs – how to set up
      structure) and at the end are the available reports.

VIII. Reports (5 minutes)
A. Academic Senate report
B. SLO Assessments report:
   1. Elumen has implemented a versioning piece to program. Courses that are
      revised/modified, structure used to have to be redone completely. Now the
      structure will remain when revising. Please note this doesn’t work if it’s a
      brand new program.
C. Program Review report – see VI.A-B. for updates.
D. Strategic Planning Committee report
E. BRAC report
F. Accreditation and Institutional Effectiveness Committee report
G. Other – Chris gave an update:
   1. New VP Admin Services will be starting in new year. She should be invited to
      SLAPEC meeting.
   2. New Ethnic Studies program requirements. Discussed the CSU GE
      requirements.

IX. Future Agenda Items
A. Roles/Responsibilities of SLAPEC members

Next Meeting
The next meeting will be on Tuesday, December 15, 2020 at 2:30 PM – 4:00 PM via zoom SLAPEC
zoom link

Adjournment - was called at 3:37 pm. Motion was made by Angelica, Laurie seconded. 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.