I. Call to Order
Meeting was called to order at 2:45 pm
   a. Alyson introduced new committee members, Mae Conroy and Yusuf Labib, who were in attendance.
II. Order of the Agenda - No changes
III. Approval of Meeting Minutes (5 minutes)
10/1/19 minutes were approved with no changes.
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
      | Date          | Item                                      |
      |---------------|-------------------------------------------|
      | Nov. 8, 2019  | Program Review Due                       |
      | Dec. 3, 2019  | SLAPEC Meeting – Discuss PR themes        |
      | Dec. 13, 2019 | Program Review Reader Feedback Due       |
      | February 4, 2020 | SLAPEC Meeting – Discuss PR theme report draft |
VI. Old Business
   A. Reviewed calendar deadlines for Program Review process.
   B. On Nov. 19th, the committee will meet to discuss PR assignments.
   C. Questions from new member, Yusuf, about what Program Reviews process is and its purpose; what’s the role of the committee.
   D. Betsy offered to meet with departments or individuals for extra training, if needed.

VII. New Business
   A. Rubrics for reading PR Submissions.
      1. Alyson presented the updated Rubrics document to be used by committee as they review their assigned PR’s. Updates include drop-down menu for answering questions for each section, and also text boxes for suggestions and comments. Rubrics feedback will be due Dec. 13th.
      2. A Motion to approve Rubrics document was approved. The other 2 reports for Non-instructional and Hybrid of Administrative will use similar format/questions.
   B. SLO master spreadsheets
      1. Betsy discussed needing assistance from committee reps to reach out to faculty about missing SLO assessment scores in Elumen. She provided a faculty participation follow-up spreadsheet. This includes Spring/Fall 2018 through Fall 2019.
      2. Betsy will email to committee a copy of faculty list missing scores and the instructions how to enter scores into elumen.

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, November 19, 2019 at 2:30 PM – 4:00 PM

VIII. Adjournment - was called at 3:45 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.