I. Call to Order
Meeting was called to order at 2:40 pm

II. Order of the Agenda
Order of Agenda will remain. Gretchen Ehlers is late, so the meeting will start, then will be interrupted when she arrives to discuss her topic stated in agenda III. Setting Program Goals.

III. Approval of Meeting Minutes (5 minutes)
11/19/19 minutes were reviewed and approved with 2 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>Item</th>
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</thead>
<tbody>
<tr>
<td>Nov. 8, 2019</td>
<td>Program Review Due</td>
</tr>
<tr>
<td>Dec. 3, 2019</td>
<td>SLAPEC Meeting – Discuss PR themes</td>
</tr>
<tr>
<td>Dec. 13, 2019</td>
<td>Program Review Reader Feedback Due</td>
</tr>
<tr>
<td>February 4, 2020</td>
<td>SLAPEC Meeting – Discuss PR theme report draft</td>
</tr>
</tbody>
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VI. Old Business
   A. Alyson confirmed the Dec. 13th due date for program review reader feedback.
   B. Committee members stated that they hadn’t completed reviewing all the program reviews assigned to them.
   C. Suggestions were given on how to review SLOs and achievement gap sections.
   D. Alyson also reminded everyone to find the best examples of SLO’s for the highlights section of theme report. Also don’t forget to add information to Laura’s google document that was used at last meeting.
   E. Feedback on this year’s Program Review report process:
      1. Provide data information sooner.
      2. Change “Non-instructional” title to “Student Support” in the program review reports.
      3. Need for data in student support areas.

VII. Setting Program Goals – Gretchen Ehlers
   A. Gretchen discussed the challenges of setting goals in the Fall (during program review reports). It’s late in the year to try to achieve these goals.
   B. She suggested setting goals in the spring which would allow more time. She brought it to SLAPEC to assist with initiating this process.
   C. Betsy discussed that some divisions/departments are already having strategy meetings, but no formal process is in place.
   D. It’s a good time to bring up since the college is already in process of coming up with new goals for 2025.
   E. Gretchen would like SLAPEC to come up with a plan, bring to Academic Senate for resolution.

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, February 4, 2020 at 2:30 PM – 4:00 PM

VIII. Adjournment - was called at 4:05 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.
Student Learning and Program Effectiveness Committee
Meeting Minutes 12/03/19

(alyson.butcher@wvm.edu) at least one week prior to the meeting date.