I. Call to Order
Meeting was called to order at 2:34 pm

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

III. Approval of Meeting Minutes (5 minutes)
12/15/21 meeting minutes – minor spelling changes. Motion to approve – Angelica; seconded by Faraneh; 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. - 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>
</tr>
<tr>
<td>February 16, 2021</td>
<td>2019-2020 PRPR Feedback Due.</td>
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VI. Old Business
   A. 19-20 PR Progress Report process:
      1. Within the next 2 weeks, will need to fill out template for each rubric.
      2. Filename standard should be used.
      3. When sending back to departments, the email message can be edited to fit your needs at any time. Also copy email to Betsy/Alyson and Deans.
      4. Reminder on the rubric form that in place of drop down menus, can just type in the answer.
      5. Reach out to Alyson or Betsy if have any issues or concerns.
   B. Thematic Summary:
      1. Alyson presented the themes collected by committee to create the Thematic Summary report.
      2. It was suggested to give everyone a week to review this document then send their suggestions, any consolidations of similar comments to Betsy and Alyson by next Tuesday, 2/9th.
      3. The examples of themes were not included, but Alyson will include in the formal 1st draft of the Thematic Summary report.
      4. Alyson will try to have the 1st draft of report to next SLAPEC meeting.
      5. Deadline for thematic summary is in mid- March. Will need to reach out to Marketing/Graphics department to create the report.

VII. New Business
   A. Goal Setting at divisions and department levels.
      1. Divisions/Depts. should be discussing goals for new year in Spring. (April – Division; May – Dept.). There needs to be more collaboration with Deans/Depts. and SLAPEC group.
      2. In Program Reviews, departments are repeating the same challenges all the time, but there is no specific plan or measurement to make improvements. Considerations:
         a) How it relates to labor market
         b) Retool programs to offer better wage opportunities.
         c) Completers – limited job openings with increased completers.
      3. Plan
         a) Tracking progress at division level.
         b) Align with goals of division/dept.
      4. Student Services: bring up to Student Services leadership on how the program reviews can relate to goals.
      5. Guided Pathways – how to integrate in the PR Thematic Summary.
         a) Reminder to give a presentation to GP group as well as Academic Senate.
      6. SLAPEC committee will discuss with their respective divisions/depts. to think about these goals settings earlier in the year so by the Fall they will have implemented these goals.
B. Roles and Responsibilities of SLAPEC members
   1. With new members in committee, Alyson provided a draft document identifying areas of responsibilities for SLAPEC members, Chairperson and administrative support for review.

VIII. Reports (5 minutes)
   A. Academic Senate report - none
   B. SLO Assessments report: - Betsy will be reaching out to departments to identify those SLOs that need to be updated or pending. Mae and Angelica will review PLO’s.
   C. Program Review report – see VI.A-B. for updates.
   D. Strategic Planning Committee report
      1. Goal Setting sessions are coming.
      2. There are opportunities for Instructional and Student Services to learn more of what each area does. It would be nice to have faculty attend Student Services meetings and visa versa. Faculty learn more of equity programs and counseling.
   E. BRAC report – Betsy met with Marilyn, new VPAS, to review process and program reviews.
   F. Accreditation and Institutional Effectiveness Committee report - none
   G. Other - none

Next Meeting
The next meeting will be on Tuesday, February 16, 2021 at 2:30 PM – 4:00 PM via zoom SLAPEC zoom link

Adjournment - was called at 3:57 pm. Motion was made by Alyson; Laurie seconded motion. 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.