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

II. **Order of the Agenda**  
Order of Agenda will remain.

III. **Approval of Meeting Minutes (5 minutes)**  
9/01/20 minutes were reviewed and approved with a minor update provided by Jennifer. (Angelica motioned to approve, Yusuf seconded). All approved, no opposed or abstention.

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>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 12, 2020</td>
<td>Updated Master SLO spreadsheet uploaded</td>
</tr>
<tr>
<td>May 29, 2020</td>
<td>Spring 2020 SLO results due</td>
</tr>
<tr>
<td>TBD (Sept. 2020)</td>
<td>Program Review Launch</td>
</tr>
<tr>
<td>TBD (Sept. 2020)</td>
<td>SLO Training</td>
</tr>
<tr>
<td>TBD (Oct. 2020)</td>
<td>Program Review Training</td>
</tr>
<tr>
<td>November 4, 2020</td>
<td>Reminder to Leads/Administrators of PR deadline</td>
</tr>
<tr>
<td>November 13, 2020</td>
<td>Program Review Due</td>
</tr>
</tbody>
</table>

VI. New Business
   A. Discussed the process, setting days/times for delivering PR training.
      1. 9/30th – will launch in elumen.
      2. Betsy will send out final document at same time. Alyson and Betsy will do final revisions prior to deadline above.
      3. It was suggested to schedule a zoom training session at on Oct. 13th at 3:30 pm.
      4. It was suggested to add a Nov. 1st reminder to send out to the Department Leads and Administrators as a courtesy.
      5. Suggestions on training include:
         a) Create short, general videos on elumen.
         b) Schedule a zoom training session available to all. (larger group). Possible dates included 10/3 or 10/13 at 3:30 pm.
         c) Then provide separate smaller training sessions for depts. or units, as needed. Some new department leads may need 1-in-1 training with Betsy and Alyson. All zoom training will be recorded.
         d) Create a google doc to set up the small group or 1-on-1 training sessions.

VII. Old Business
   A. Program Progress Report Questions
      1. More revisions were discussed and made to the 2019-2020 program review progress report questions and instructions.
      2. Motion to approve the final version of the Program Review Progress Report questions was made by Angelica and seconded by Faraneh.
VIII. **Reports: No updates**

A. Academic Senate report – Leslie Hotta as alternate and Laurie Dotson as member was approved for SLAPEC.

B. SLO Assessments Report

C. Program Review Report – See New Business VI.A and Old Business VII.A

D. Institutional Effectiveness Plan Committee Report – No longer used.

E. Strategic Planning – The Educ. Master Plan is being updated.

F. BRAC Report – new group meeting soon.

G. Accreditation Report – SLO’s need to be added in all Syllabi.

H. Other: None

**Next Meeting**

The next meeting will be on Tuesday, October 5, 2020 at 2:30 PM – 4:00 PM via zoom [SLAPEC zoom link](http://www.westvalley.edu/committees/student-learning-program-effectiveness/index.html).

**Adjournment** - was called at 3:45 pm.

Motion to adjourn early was made by Angelica and seconded by Faraneh. All approved.

* 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.