I. **Call to Order**  
Meeting was called to order at 2:37 pm

II. **Order of the Agenda**  
Order of Agenda will remain. VI.B. Master Timeline will move to 3 pm so Gretchen Ehlers can join discussion. Motion for this move was approved by Angelica and seconded by Alyson. All approved, no opposed.

III. **Approval of Meeting Minutes (5 minutes)**  
9/15/20 minutes were reviewed and approved with a minor update provided by Betsy. (Angelica motioned to approve, Faraneh 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. None
V. Information and Announcements (10 minutes)
   A. Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 30, 2020</td>
<td>Program Review Launch</td>
</tr>
<tr>
<td>October 13, 2020</td>
<td>All College Program Review Training at 3:30 pm</td>
</tr>
<tr>
<td>October 16, 2020</td>
<td>Dept. Chair Program Review Training at 9:00 am</td>
</tr>
<tr>
<td>November 4, 2020</td>
<td>Programs Submit Program Review to Administrator</td>
</tr>
<tr>
<td>November 13, 2020</td>
<td>Administrator Publishes Program Review</td>
</tr>
<tr>
<td>January 5, 2021</td>
<td>Fall 2020 SLO results due</td>
</tr>
</tbody>
</table>

VI. New Business
   A. SLO Training
      1. First training recommended to be a general training for faculty and new Dept. Chairs/Coordinators.
         a) Important for Dept. Chairs to encourage others to attend. If Dept. Chairs unable to attend, be sure to send someone else in department to attend.
         b) Discuss the timing of the training. In Late November after Program Reviews are completed.
      2. Discuss training details.
         a) Overview; Why do SLO’s?
         b) Technical instruction for dept./designated person. (i.e.: How to submit, add info/data, etc. into elumen). Elumen Reports is another training component.
         c) Alyson emphasized the importance of getting faculty buy-in.

   B. Master Timeline
      1. Reviewed master timeline document.
         a) This timeline will be a guideline for faculty on deadlines and also what is happening in other areas.
         b) This will be a breathing document, clarifying process with Deans and others.
         c) Chris suggested creating a supplemental reference document to provide more details to components in the timeline rather than inserting into the actual timeline document.
         d) A draft of timeline can be presented to next Academic Senate.

VII. Old Business
      1. Betsy demonstrated how she sets up/pushes out Program Review sections in elumen.
   B. Renaming ‘Non-instructional & Admin Programs” for purposes of Program Review.
      1. To be discussed at future meeting.
VIII. Reports: No updates
   A. Academic Senate report –Rachel Anderson was approved as member to SLAPEC.
   B. SLO Assessments Report
   C. Program Review Report – See Old Business VII.A
   D. Institutional Effectiveness Plan Committee Report
   E. Strategic Planning
   F. BRAC Report – Per Gretchen – new group reviewing a draft process chart (created by Mission College). WV will revise to format based on clear, transparent decisions made.
   G. Accreditation Report
   H. Other: Betsy asked committee to review a draft survey (EMP) requested by President. Any edits, send to Betsy by this Friday.

Next Meeting
The next meeting will be on Tuesday, October 20, 2020 at 2:30 PM – 4:00 PM via zoom SLAPEC zoom link

VIII. Adjournment - was called at 4:05 pm.
Motion to adjourn early was made by Angelica and seconded by Silvia. 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.