I. Call to Order
Meeting was called to order at 2:38 pm

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

III. Approval of Meeting Minutes (5 minutes)
10/6/20 minutes were reviewed and approved with a minor update provided by
Jennifer. (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>
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<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>
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VI. New Business
A. SLO Training
   1. Discuss training details:
      a) It was suggested to have training on 11/20 at 9 am. Some faculty teach
         Friday mornings, but training will be recorded and available to all.
      b) Identify who is the audience for this training.
      c) Tentative agenda:
         (1) Faculty – how to enter results into elumen. This will also help dept.
             coordinators see how these results look like.
         (2) Discuss importance of SLOs.
         (3) Reports – how to access critical reports.
      d) Alyson will create a PowerPoint slideshow and then have the committee view
         and provide feedback.
      e) Laurie suggested to reach out to Michelle Francis (Prof Development)
         regarding faculty cohort groups that meet bi-weekly. Good opportunity to
         present the SLO Training at their meetings.

VII. Old Business
   1. Alyson suggested to review SLAPEC website of the training video that was
      available for department leaders. Also includes related documents. Link to video
      will be available soon.
   2. Betsy reminded to email her if there are folks that need access to elumen.
B. Renaming ‘Non-instructional & Admin Programs’ for purposes of Program Review.
   1. “Non-instructional” is perceived as a negative statement.
   2. Betsy provided a list of suggested names.
   3. Renaming needs to be inclusive as it pertains to different areas where
      perception is different.
   4. Survey - send out 2 naming options then send out for feedback from specific
      groups.
   5. More discussion at next SLAPEC meeting.
   6. Also a good opportunity to bring up at next Academic Senate.
C. Next Step in Program Review process
   1. Once program review reports are signed off by Administrators, then a copy of
      the individual PR reports will be distributed to each committee member to
      review.
   2. Betsy will send out a draft Program Review Rubric document before next
      meeting. She also suggested to allow members to choose dept. PR reports they
      haven’t reviewed in the past.

VIII. Future Agenda Item
   A. Create a list of roles and responsibilities for new SLAPEC members.
   B. Are there areas lacking in representation in committee? (I.E.: Areas in Student
      Services, Honors, DE, etc.)

IX. Reports: No updates
   A. Academic Senate report – will bring up the Timeline and Renaming PR to next
      meeting.
   B. SLO Assessments Report
   C. Program Review Report – See Old Business VII.A
   D. Institutional Effectiveness Plan Committee Report
   E. Strategic Planning – a survey will go out to students, faculty and staff regarding
      Ed. Master Plan.
   F. BRAC Report
   G. Accreditation Report
   H. Other:

Next Meeting
The next meeting will be on Tuesday, November 17, 2020 at 2:30 PM – 4:00 PM via zoom SLAPEC
zoom link

VIII. Adjournment - was called at 3:50 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.