I. Call to Order
Meeting was called to order at 2:50 pm

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

III. Approval of Meeting Minutes (5 minutes)
11/3/2020 minutes – on VI A. 1. A) add after 9 a.m. [time updated to 12 noon]
Minutes with change -- Motion to approve Laurie, 2nd Faraneh. Approved by all

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>November 4, 2020</td>
<td>Programs Submit Program Review to Administrator</td>
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<tr>
<td>November 13, 2020</td>
<td>Administrator Publishes Program Review</td>
</tr>
<tr>
<td>November 20, 2021</td>
<td>SLO Training (tentative)</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. Using the PR feedbackrubric, finding PR submissions on eLumen.
      1. Alyson reviewed the rubric document for giving the feedback on the Program Review Progress Reports. Everyone should test the drop-down menus on their Word document software and notify Alyson if it doesn’t work for them so she can provide a work-around.
      2. Angelica motioned to approve the rubric document. Rachel seconded. All approved.
      3. Alyson then reviewed the document she emailed to the members on how to find PR submissions on eLumen.
   B. Instructions for PR reading process.
      1. Alyson reviewed the instructions for the Program Review Reading Process. This document was distributed to the committee by email. The process was discussed. The timeline for reading the Program Review Progress Reports (PRPRs) was discussed.
      2. Readers need to read their assigned PRPRs without necessarily filling out the feedback rubric so if there are any problems, it can be discussed at the next SLAPEC meeting.
      3. The themes can be identified at the last meeting in December. This allows Alyson and Betsy to begin drafting the thematic summary in January 2021.
   C. Deadline for rubric feedback to be sent to programs (January or February)
      1. The Committee chose February 16, 2021 as the deadline to return feedback to the programs. Instructions with template email were provided as well.
   D. Assign PRs to SLAPEC members
      1. The proposed Readers assignment list was offered up for discussion. Some programs were swapped. A version 2 will be distributed by Betsy to committee members.

VII. Old Business (20 minutes)
   A. SLO training session
      1. Reminder was given regarding the upcoming Friday’s SLO training (11/20, 12-1pm). It will be recorded.
2. There will be an introduction asking “Why SLOs?”; instructions for faculty input of assessment results; instructions for program coordinators in creating & planning assessments; and creating reports.

VIII. Reports (5 minutes)
A. Academic Senate report
B. SLO Assessments report
C. Program Review report
D. Strategic Planning Committee report
E. BRAC report
F. Accreditation and Institutional Effectiveness Committee report - Betsy and Alyson attended a planning meeting for establishing this committee.
G. Other

IX. Future Agenda Items
A. Roles/Responsibilities of SLAPEC members

Next Meeting
The next meeting will be on Tuesday, December 1, 2020 at 2:30 PM – 4:00 PM via zoom SLAPEC zoom link

Adjournment - was called at 4:00 pm. Silvia moved, Laurie seconded. All in favor.

* 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.