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

II. Order of the Agenda – no change

III. Approval of Meeting Minutes (5 minutes)
11/16/21 meeting minutes – Motion to approve – Faraneh; seconded by Laurie. Minutes are approved by all. No opposition or abstention.

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.

V. Information and Announcements (10 minutes)
A. Calendar

<table>
<thead>
<tr>
<th>Date:</th>
<th>Subject:</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 3, 2021</td>
<td>PRPR due to Administrator (tentative)</td>
</tr>
<tr>
<td>November 18, 2021</td>
<td>PRPR published by Administrator (tentative)</td>
</tr>
<tr>
<td>December 7, 2021</td>
<td>Themes for assigned programs due (SLAPEC readers)</td>
</tr>
<tr>
<td>December 27, 2021</td>
<td>Fall 2021 SLO assessment results input due.</td>
</tr>
<tr>
<td>February 22, 2021</td>
<td>Formal feedback on PRPR for all programs due by readers</td>
</tr>
</tbody>
</table>
VI. Old Business
   A. 2020-2021 Program Review Progress Report Update
      1. Betsy reviewed the missing PRPR’s with committee. It was more challenging this
term to get completed PRPR’s from several departments. A few programs will
not be submitting a PRPR at this time. They will need to submit full Program
Review Report for next year.
   B. Timeline for reading PRPRs and providing feedback.
      1. Alyson reviewed the timeline for reviewing PRPRs.
         a) Feb. 22 is deadline for formal feedback.
         b) Email template is provided in the instructions when emailing feedback
            comments to Deans/Dept Chairs. For Student Services area, be sure to
            email to both Debra and Deans/Directors, as applicable.
         c) With a few PRPRs still outstanding or just recently uploaded to document
            library this week, it was suggested to give readers more time. We will
            extend due date to Jan. 18, 2022 for committee members to add themes to
            the IdeaBoardz site.
         d) It was also suggested to allow readers to spend 30 minutes during this
            meeting to review PRPRs. Then return to the last few minutes to go over
            Reports in agenda. Committee members in attendance agreed and left the
            meeting at 3:10 pm.

VII. New Business
    A. Committee returned to meeting at 3:40 pm.
    B. Alyson reviewed the IdeaBoardz site again. If there are duplicate themes, Alyson will
       pare it down later.

VIII. Reports (5 minutes)
    A. Academic Senate report – none
    B. SLO Assessments report – Betsy reminded to departments to plan out/talk to
       faculty; training videos; for support contact directly to Betsy.
    C. Program Review report – see VI.A-B for update.
    D. Strategic Planning Committee report – none
    E. BRAC report – Finalizing grading rubric; a feedback survey will go out on the new
       forms and questions to program chairs. Reminded those at BRAC meeting if they
       need to make corrections to their PRPR resource request to notify Alyson, Betsy so
       updated PRPR can be uploaded to elumen.
    F. Accreditation and Institutional Effectiveness Committee report – per Betsy, will
       start up in Spring 2022.
    G. Guided Pathways report –GP updates was given at the last Friday Forum.
    H. Other – IEPI meeting – Betsy shared the proposal document at a recent meeting.
**Next Meeting**
The next meeting will be on Tuesday February 1, 2021, at 2:30 PM – 4:00 PM via zoom.

**Adjournment** - was called at 4:00 pm. Motion to adjourn by Angelica; seconded by Laurie. All in favor. No abstention or opposition.

* 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.