LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Program Review Committee

Members Present (voting):
Christina Lee
Karin Spirn
Michal Shuldman
Mark Tarte
Catherine Suarez
Angela Amaya
Nadiyah Taylor
Robin Roy

Members Absent:
Lisa Everett

Meeting Guests:
John Ruys
Rajinder Samra

Meeting Minutes

1. **Call to Order**
   The meeting was called to order at 3:00 PM by Karin Spirn.

2. **Approval of minutes**
   Christina Lee made a motion to approve the minutes of January 27, 2016. Michal Shuldman seconded the motion. The minutes were approved by consensus

3. **PRU Survey Results**
   Karin Spirn presented a document on "Program Review Update Survey Spring 2016 results". Answers of "Not applicable" were not included in the totals. Only one third of the people sent the google doc invitation responded. There was a discussion on one comment *"Program Review could be a valuable tool, however I don't believe it is being used as such."* It was decided that more data is needed to give the process depth. It has to serve two needs. It was suggested to have a peer review from someone outside of the program to give another perspective. It was suggested to stagger the reviews to break it down to be more manageable. It was suggested to select 25% of programs to be reviewed, start the review in Fall and have the review completed by the next Fall. It was noted that there needs to be more transparency on how the program reviews are being used by the college. Faculty would like to know who is looking at the reviews and how it is used. Karin Spirn said program reviews are used for IPC planning priorities. There is a mandate that resource allocation has to use program reviews for allocating funds. Karin Spirn suggested that the program review committee write up how the program reviews are used. Some faculty don't feel program reviews are being used enough to justify the work that goes into developing them. It was suggested to have two processes available. One in checklist form and one more detailed for those who want a more robust process. Rajinder Samra said that adding the fourth Dean will make the process more manageable. Karin Spirn said Deans read the program reviews. It helps them understand what is going on in a program.

She said the Dean's may not know a programs needs or what is being done well the information helps the Deans be advocates for these programs. But if the Dean is not an advocate for your area. Mark Tarte recalled that he hasn't seen a Vice President or Dean just walk in and talk to people. He called this "management by coffee". This is a way for the administrative staff to get to know the programs they serve. It was noted that management is always in meetings and are therefore too busy. The division meeting may be the only contact staff has with their administrator. The value of Town Hall meetings were questioned. The agenda is often full of information that could have been disseminated by email. The time needs to be used properly. The consensus was that staff needs more quality time with their Dean. It was suggested to combine some meetings to make the time more efficient. Rajinder Samra said there had been a suggestion to combine meetings but some faculty thought this was a power grab. Karin Spirn said that at the next meeting the committee could make some recommendations on how the Program Review could be used, be made easier to use and make the group more inclusive.

4. **Accreditation Report**

   John Ruys reported on accreditation. The SLO Committee said program outcomes are listed but nothing is done about the data. The program review is the main thing for closing the loop. They use the program review to look at what faculty are planning to do. All program outcomes will go into the catalog.

   ELumen graphs student achievement data and SLO data. SLOs will be published in the course outlines. The program outcomes will be published in the catalog. There is a need to have everyone reflect on their program outcomes next semester. The questions for this time could be:

   - Where are you are in the process?
   - What did they learn by looking at program outcomes?
   - What are the program outcomes?
   - Have you evaluated at least one program outcome?
   - Based on your assessment data what trends have you noticed?

The ACCJC said Las Positas College needs to be beyond revising SLOS and go to assessing the data. Programs need a chance to reflect. The SLO committee is writing up a way to help faculty assess programs. 80% of your students should be hitting the program level outcomes. There is data from program level outcomes in eLumen. The data exists to look at PSLO. The main thing is how to work with SLO committee to see how to get that reported. The current template for this year separated out the SLOs from everything else. Karin Spirn said there are things need to be reported out on a yearly basis and one of those is SLOs, according to the senate white paper. John Ruys said student achievement is tied to student learning.

It was suggested to merge the Program Review and SLO committees as they are so closely tied. It is burdensome to figure out how to assess some programs. It was noted that some of the data isn't good. If every instructor is doing a different assessment of the same thing how is that data assessed? Programs

need to figure out how to assess this in a way that is valid and attainable. Some programs are taught by part time faculty. Some classes are only assessed once. How many students do you need and how many semesters do you need to assess before the data is valid. A statistical person is needed to evaluate this. IF there are no standards on participation rates then data is missing. There is a need for valid data that is consistent. There is a need for more training for faculty to have the data consistent.

John Ruys reported that the college has approval for funding to figure out implementation of the new eLumen. Innovation dollars can be used for training. It was noted that part time faculty work full time jobs. Training may be difficult to arrange. It was suggested to use CCCConfer and developing a discussion board so the information is archived. It was agreed that online training would be realty helpful.

5. **Program Review Process**
    Karin Spirn said the most schools have some kind of annual review process such as a unit report.

6. **Updated Glossary**

7. **The meeting was adjourned at 4:38 PM**