



Program Review Committee Meeting

August 24, 2016 /3-4:30 PM/ 503

Meeting Minutes

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.

Meeting Name

Members Present (voting):

Karin Spirn – English (Chair)
Catherine Suarez - Spanish
Nadiyah Taylor - ECD
Michal Shuldman - Biology
Angela Amaya - Library
Adeliza Flores - Chemistry
Christina Lee - Counseling
Don Carlson - Dean of CATSS

Members Present (non-voting):

John Ruys

Members Absent:

Meeting Guests:

1. Call to Order

The meeting was called to order by Karin Spirn at 3:03 pm. Karin Spirn welcomed everyone and asked them to introduce themselves.

2. Committee Charge

Karin Spirn presented the committee charge on the Program Review web site. The current charge was written in 2013-2014. Karin Spirn asked if there was interest in changing the charge. The following edit was agreed on by consensus: *Collaborate with Deans (or Vice Presidents) and other readers of program reviews and Updates to create Deans' summaries and feed back to writers.*

3. Membership

KS went over membership structure and asked if anyone would like changes. Consensus was not to change this section. It was noted that is done by consensus, no quorum is needed.

4. Review Program Review

Update form

Karin Spirn presented the Program Review template located on the committee web site. The template is in Microsoft Word format and is design in four sections. The first section is a program snapshot. There is one question about Student Area Outcomes. An SAO is used in place of SLOs for service areas that work with students outside of the classroom such as Admissions & Records, Financial Aid and Counseling. Areas that do not work directly with students, such as the President's Office, have AUOs – Administrative Unit Outcomes. It was suggested to update the glossary as it is out of date.

The second section asks about SLOs. John Ruys explained that part 2, 3 & 4 are in response to accreditation feedback. The Accreditation Team noted that there wasn't a clear identifiable cycle for SLOs. Assessment will now match the three year Program Review cycle. In three years all courses should be captured. Consensus was that the section on SLOs is not needed anymore. Karin Spirn will take out section two noting "*This section removed*" on the document to avoid confusion. She will send out a notice to faculty about the change.

Every course level SLO has been mapped to one of the five core competencies in the Institutional Learning Outcomes.

Part three of the template is about Assessment Results.

Karin Spirn said the SLO committee has agreed to help read the Program Reviews. More readers are needed.

5. Review timeline and reading process

6. **Informational Items**

Karin Spirn said the timeline is on the program review page. Meetings may be canceled during reading and working with the Deans on their summaries. The Program Review committee will meet twice per month in 503.

7. **Adjournment:**

Meeting adjourned at 4:33 PM

8. **Next Meeting:** September 14, 2016