



Program Review Committee Meeting

September 14, 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:

Attendees: Michal Shuldman, Christina Lee, Adeliza Flores, Don Carlson, Nadiyah Taylor, Karin Spirn, Sylvia Anderson

1. Approval of minutes—will be done next time
2. Updates:
 - a. Senate is discussing the wording change to our charge - adding creating Dean's summaries and [provide] feedback to writers.
 - b. Nadiyah will be the FA representative to the committee
 - c. Wrote to the Dean's because the committee is low on representation from all the possible groups
3. Reader's Template & Dean's Summary Discussion
 - a. Have about a month to read and help create the Dean's summary - email the Dean your notes ahead of time.
 - b. In past as a reader was sometimes hard to match categories on Reader's form to the actual PRU so was hard to decide where to put items - updated the form to address this
 - c. Suggested to **add new sections** - "partnerships with community" or "outside factors" as a category to both documents
- i. Community relationships/partnerships
 1. Outreach to schools
 2. Industry or government partnerships)
- ii. External Factors
 1. Program Accreditation/Approval
 2. Advisory Boards
 3. Consortium agreements (Library/ Adult Ed.)
 4. Government and Industry Demands
 5. Grants
 6. Mandates

- d. **Add section:** Staff Development as a category
- e. **Update** the “technology” section to “Instructional/Student Service Technology
- f. **Update** the facilities box to include “software”
- g. **Update** the language of the SLO/SAO box to include “process”
- h. The barriers identified in the Dean’s summary are of particular interest to the IPEC
- i. Provide the reader’s template to writers as well in case they want to include those items
- j. ** Need to include facilities information on the big program review next year due to bond **
- k. *** Consider adding the list from B into the big program review form ***
- l. How to include programs like Child Development Center in Administrative Area
Outcomes/Administrative Review? Maybe not all programs that have administrators fit best under this model?

1. Looking at timelines for 3-year program review - maybe don’t include Spring 17 data so can start writing next Spring and still submit in