



# Program Review Committee Meeting

September 9, 2015 / 3:00 – 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:**

Karen Spirn  
Lisa Everett  
Mark Tarte  
Nadiyah Taylor  
Rajinder Samra

#### 1. Call to order

Karin Spirn called the meeting to order at 3:17 PM. Introductions were made by committee members. The meeting was delayed due to a change from room 507 to 503.

#### 2. Review of committee charge

The committee is in charge of completing program reviews. There is a three year cycle. The committee reads program reviews and provides feedback to the department. The committee members can also be a resource for their departments to give information about the program review process.

A State mandate is to report the program set standard. Rajinder Samra created a document providing the Las Positas College rolling average. The standard is that students pass courses with a "C" or better. If the college does not meet the standard the reason has to be reported.

#### 3. This Year's Program Review

##### Process

Program reviews are written for the current semester through the next academic year. The timeline is posted on the Program Review web site. Past program reviews and Deans summaries are on the web site. The Program Review site has a link to the Institutional Research web page that contains links to data packets.

#### 4. Plans for this year

Program reviews will be read this year. The committee will help Deans get their reviews written. The template is on the Program Review web site. A discussion was held on whether a full program review or an update would be done next year. It was suggested to vote on this issue at the next meeting.

#### 5.

##### Definition of a program

The committee discussed the definition of a "program". Karen Spirn presented the definition of a program listed in the "Program and Course Approval Handbook", Title 5 Section 55000(g). In this book a program is an organized sequence of courses leading to a defined objective. She said it was felt by the college that this definition was a little limiting. The LPC College Council wants their own definition of a program. They have asked the Program Review Committee to weigh in. The committee discussed variations on wording to make it more

inclusive. The committee recommended that the sentence “A program is an organized set of courses or services leading to a defined objective or outcome.” This will be sent to LPC President, Barry Russell, as their recommendation.

6. Administrative unit Program Review

The Program Review Committee has been asked if they would be willing to take on the Administrative Unit Program Review. Administrators have created their own template. It was asked who measures responsiveness of the Administrators. It was suggested to have a planning and review section. The institutional Research department supports both Student Services and Instruction. The Administrative Unit Program Review is due in December.

7. Adjournment

The meeting was adjourned at 4:34 PM

8. Next Regular Meeting

September 23, 2015

9. Fall 2015 Committee Meetings (2<sup>nd</sup> and 4<sup>th</sup> Wednesday, 3-4:30)

September 9

September 23

October 14

October 28

November 11

December 9