



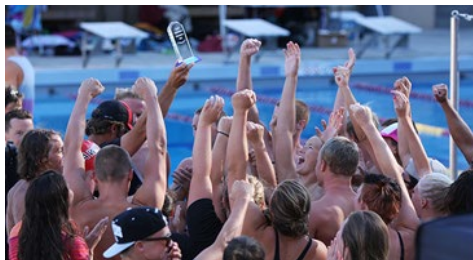
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Program Review



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Program Review

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Tools for Readers

Please note: dates on this page are also posted on the Program Review Timeline on the [Program Review Homepage](#).

Reading Process

- Read all Program Reviews assigned to you. A [link to the program review drafts](#) appears at the bottom of this page.

For more information please contact:

Nadiyah Taylor
Program Review Chair
ntaylor@laspositascollege.edu



- **Read the Program Reviews that have your name listed next to them.** (Please note that there is no separate readers' list as in past years; reading assignments are listed on the web page with the Program Review drafts). Reading assignments within a division are occasionally non-sequential, so make sure to read all Program Reviews with your name next to them.
- If you are reading in more than one division, your name will be marked with a double-asterisk, so make sure to find your second division assignment.
- Non-dean readers only need to read Sections 1 and 2.
- Program Reviews marked with a single-asterisk have received an extension and should be posted by 11/10.
- As you read, fill out the Division Summary Template for the Program Reviews you read. The Template is an online document that will allow you to take notes on the information in the Program Reviews you read. A link to the Template for each division appears at the bottom of this page. Please make sure to use your assigned color (noted on the worksheet) to take notes.
- All readers (including PRC readers, SLO/SAO Committee readers, and other readers) should finish posting their comments on the Division Summary Template by January 19.

Division Team Meetings

- The reader team for each division (deans and PRC members) should meet at the beginning of Spring semester to discuss the division's Program Reviews and write the Division Summary. Meetings should take place between January 19-February 3 and should last about 1.5 hours. The date for the meeting should be decided by December 11 so it will be on everyone's calendars for the new semester.
- Program Review Committee readers will arrange the meeting.
- Attendance: The dean and all PRC readers for the division should attend this meeting. SLO readers and

any other readers do not need to attend unless they would like to. PRC members reading in two divisions only need to attend the meeting for the division for which they are reading the majority of their Program Reviews.

- All attendees should be prepared to access the Division Summary document during the meeting.
- If the readers want to suggest revisions to a Program Review, the dean should communicate these suggestions to the program by February 4. They may do so in person, by email, or using the [Suggestions for Revision Form](#).

Writing the Summary

- At the meeting, the assembled team will write the Division Summary drawing on the notes taken before the meeting. **The summary does NOT need to be a highly polished document;** rather, it should be a snapshot of the information noted by the readers and discussed at the meeting.
- To create the summary, edit your Division Summary template with all the readers' notes, adding and deleting information as needed.
 - If you would like to preserve your team's notes to use as you work, make a copy of the summary template with the notes (using "make a copy" under "file" on GoogleDocs).
 - Name the copy "Division Summary Notes" or something similar and share it with the meeting members to use alongside the edited summary document.
- **The summary should ideally be completed by the end of the meeting!** If it is not completed, any remaining work should be done by the dean; such work should be minimal.
- Summaries are due February 4. You do not need to take any steps to submit them as long as they appear at the GoogleDoc link used by your division (posted below).
- Summaries should be discussed during the division meetings on February 16 or shared with the division in another way. Dean may choose to update

summaries based on division feedback; any updates should be sent to the PRC chair.

Materials

- [Program Review Drafts 2020](#)
- Division Summary Templates
 - [Arts and Humanities](#)
 - [Business, Social Science & Learning Resources](#)
 - [Public Safety, Advance Manufacturing, Transportation, Health & Kinesiology](#)
 - [Science, Technology, Engineering and Math](#)
 - [Enrollment Services](#)
 - [Student Services 1](#)
 - [Student Services 2](#)
- [Suggestion for Revisions Form](#)



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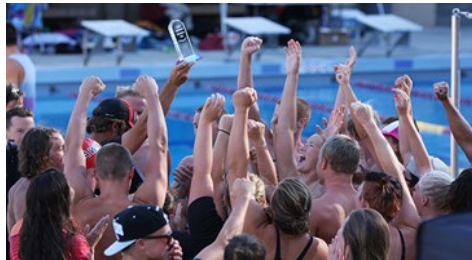
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Program Reviews & Updates

Dates refer to the year the Program Review or Update was completed.

- [2020-21 Program Review](#)
- [2019-20 Program Review](#)
- [2018-19 Program Review](#)
- [2017-18: Program Review](#)
- [2016-17: Program Review Update](#)

For more information please contact:

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Program Review Chair
ntaylor@laspositascollege.edu



Tools for Readers

Frequently Asked Questions

- [2015-16: Program Review Update](#)
- [2014-15: Program Planning Update](#)
- [2013-14: Program Review](#)
- [Program Review Special Features by Year](#)



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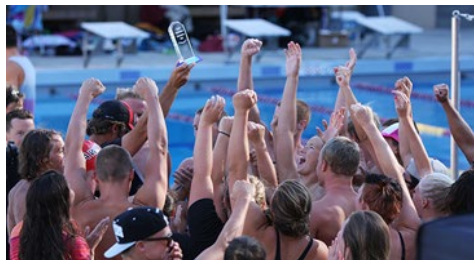
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Mission

The Program Review Committee promotes an effective and meaningful process with clear links to institutional planning and resource allocation.

Charge

The Academic Senate and Institutional Planning and Effectiveness Committee of Las Positas College charges the Program Review Committee to:

- Creating, evaluating, and modifying (as needed) the forms and processes for Program Review;

For more information please contact:

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Program Review Chair
ntaylor@laspositascollege.edu



Tools for Readers

Frequently Asked Questions

- Communicating these processes and their outcomes to the campus;
- Posting materials on the Program Review website;
- Monitoring our process for inclusiveness, effectiveness, and transparency and making ongoing improvements;
- Mentoring program review writers through the writing process;
- Providing suggestions for improvements to Program Reviews;
- Working collaboratively with administration, appropriate committees, and other College constituencies on the integration of program review into planning and resource allocation processes;
- Collaborating with Deans (or Vice Presidents) and other readers of program reviews and updates to create division summaries and provide feedback to writers.

Membership

Term: minimum of two years

- Two faculty members from each division
- One Classified representative (preferably but not necessarily from Student Services)
- VP of Academic Services and Student Services
- One Dean, appointed by the College President
- One librarian
- One SLO committee member
- One Classified Senate Representative
- One Student Senate Representative
- One Faculty Association Representative (if desired by the FA)
- Ad Hoc: Additional readers (as needed) during the peer review process



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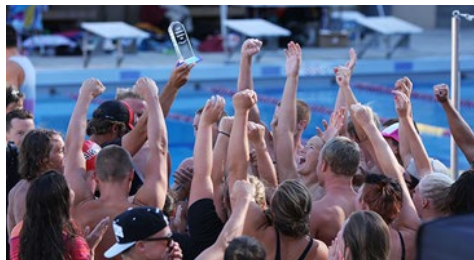
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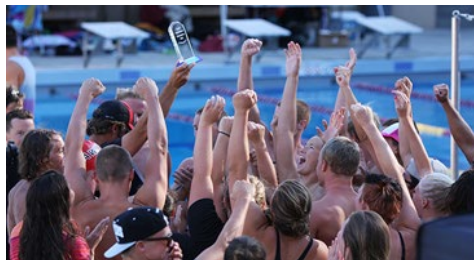
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Program Review Committee

Tools for Writers

Program Review 2019-20

The Program Review written in Fall 2019 is archived here.

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[A&H Divison Summary](#)

- [American Sign Language](#)
- [Art and Art History](#)
- [Communication Studies](#)

For more information please contact:

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Frequently Asked Questions

- [Dance](#)
- [English](#)
- [English as a Second Language](#)
- Foreign Languages
- [Graphic Design and Digital Media](#)
- [Humanities and Philosophy](#)
- [Interior Design](#)
- [Mass Communication](#)
 - [Mass Communication Appendix](#)
- [Music](#)
- [Photography](#)
- [Reading and Writing \(RAW\) Center and Smartshops](#)
 - [RAW Appendix](#)
- Religious Studies
- Spanish
- [Theater](#)

Business, Health, Athletics and Work Experience

[BHAWK Division Summary](#)

- [Business](#)
- [Economics](#)
- [Health](#)
- [Kinesiology and Athletics](#)
- [Nutrition](#)

Social Sciences, Library, Public Safety & Career Education

[SLPC Division Summary](#)

- [Administration of Justice](#)
- [Anthropology](#)

- [Automotive](#)
- [Early Care and Education](#)
- [Emergency Medical Services](#)
- [Fire Service Technology](#)
- [Global Studies](#)
- [History](#)
- [Library](#)
- [Political Science](#)
- [Psychology](#)
- [Sociology](#)
- [Tutoring Center](#)
- [Welding](#)
- [Women's Studies](#)

Science, Technology, Engineering & Mathematics

STEM Division Summary

- [Biology](#)
- [Chemistry](#)
- [Computer Studies \(CS, CIS, CNT\)](#)
- [Engineering](#)
- Environmental Science
- [Geography](#)
- [Geology](#)
- [Horticulture](#)
- [Mathematics](#)
- [Occupational & Radiation Safety](#)
- [Physics and Astronomy](#)
- [Viticulture](#)

Enrollment Services

Enrollment Services Division Summary

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[Admissions and Records](#)

- [Community Education](#)
- [Engineering Technology Learning Community](#)
- [Financial Aid](#)
- [International Students](#)
- [Veterans First](#)

Student Services I

Student Services I Division Summary

- Assessment Center
- [CalWORKS](#)
- [Career and Transfer Center](#)
- [Counseling](#)
- DSPS
- [EOPS-CARE](#)
- [Psychology-Counseling](#)
- [Puente](#)
- [Umoja](#)

Student Services II

Student Services II Division Summary

- [Student Health Center](#)
- [Student Life](#)

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- [University Transfer](#)

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- [Division Summary Template](#)



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