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Program Review Process

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Division Summaries

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What is a Program?

Las Positas College uses the following definition of a program:

A program is an organized set of courses and/or services that lead to defined objectives in support of and advancement of student learning.

Why are Program Reviews required?

ACCJC standards (<http://accjc.org/wp-content/uploads/Accreditation-Standards-Adopted-June-2014.pdf>) require institutions to use Program Reviews on an ongoing basis for institutional planning:

Standard 1, Section B9: The institution engages in continuous, broad based, systematic evaluation and planning. The institution integrates program review, planning, and resource allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning addresses short- and long-range needs for educational programs and services and for human, physical, technology, and financial resources.

How are Program Reviews used?

Program Reviews are used for the following purposes:

- To inform the campus and community about LPC programs
- To create Division Summaries
- To help determine College Planning Priorities
- To provide information for decisions about resource allocation
- To document fulfillment of accreditation requirements such as SLO/SAO assessment, curriculum updates, and program-set standards
- To provide a space for program planning and reflection

Who reads the Program Reviews?

Program Reviews are read by the Program Review Committee, the SLO Committee, the Division Deans and the Vice Presidents of Student Services and Academic Services. They may also be read by members of planning and allocation committees. They are posted online and available to the public.

Which committees on campus provide resources based on information in the Program Review?

The following committees may consult Program Reviews when making planning and allocation decisions:

- College Enrollment Management Committee
- Curriculum Committee
- Facilities Committee
- Hiring Prioritization Committee
- Institutional Planning and Effectiveness Committee
- Professional Development Committee
- Resource Allocation Committee

Who needs to write a Program Review?

Program Reviews are written by disciplines and service areas as defined in the catalog (e.g., ESL, Welding, Counseling, Admission and Records, Library). They may also be written by any institutional entity supporting instruction or students (e.g., Puente, Writing Center, EOPS). A collection of programs may choose to submit a single Program Review (e.g., Fire Science, Administration of Justice and OSHA have, historically, submitted a joint Program Review).

A list of programs that have traditionally written Program Reviews is available [here](#).

Administrative units follow a different Program Review process; they should contact their supervisor for information.

How often are Program Reviews written?

Program Reviews are written each year. The Program Review Committee works to keep the Program Review template as succinct as possible, while still fulfilling the planning and documentation needs of the college.

What information should be included in the Program Review?

Programs should include any information they feel is relevant. However, the following topics are of particular interest to Program Review readers (click [here](/instructionalprogramreview/programreviewglossary.php) to find out more about each topic):

- Community Relationships and Partnerships
- Curriculum
- Enrollment Management
- External Factors
- Facilities, Supplies and Equipment
- Financial/Budgetary
- Human Resources
- Learning Support
- LPC Planning Priorities

- [LPC Collaborations](#)
- [Pedagogy/Teaching Methods](#)
- [Professional Development](#)
- [Services to Students](#)
- [SLO/SAO Process](#)
- [Technology Use](#)

Do I need to complete all sections of the Program Review?

No. If the requested information does not apply to your program, write "Not Applicable."

What is the No Significant Changes Option?

If there have been no significant changes a program or program's needs in the past year, that program may choose not to complete the "Program Snapshot" section of the Program Review. Programs must still complete all other sections, as applicable. Choosing this option means that your program's information may not be included in the yearly Division Summary. The No Significant Changes Option may only be used for two years in a row; after two years, programs must complete a full Program Review including the Program Snapshot

Where can I find past Program Reviews?

All Program Reviews are posted on the college's Program Review website (</instructionalprogramreview/index.php>).

Where can I find the data and information needed for my program review?

Program overview data (such as student demographics and student success numbers) can be found on the website of the Office of Institutional Research and Planning. Data will be posted in August for the previous academic year (for example, AY 2016-17 data will be posted in August 2017). Contact the Office for help finding or analyzing the data, or to make specialized data requests.

SLO data can be found in Elumen. Contact the SLO Chair for help with SLOs or SAOs.

Curriculum information can be found in Curricunet. Contact the Curriculum Chair for help with curriculum information.

Strong Workforce data can be found in LaunchBoard. Contact the CTE Projects Coordinator for help with Strong Workforce data or to receive your program's labor market data.

Who should I contact if I need help writing my Program Review?

Contact the Program Review Chair (<mailto:kspirn@laspositascollege.edu?subject=>) for help with any section of the Program Review.

You may also want to contact the following people for help with specific sections of the Program Review:

- Questions about the history or future of your program: Contact your dean
- Questions about SLOs/SAOs: Contact the [SLO Chair \(mailto:jruys@laspositascollege.edu?subject=\)](mailto:jruys@laspositascollege.edu?subject=).
- Questions about Curriculum: Contact the [Curriculum Committee Chair \(mailto:ckutil@laspositascollege.edu?subject=\)](mailto:ckutil@laspositascollege.edu?subject=).
- Questions about CTE planning: Contact the [CTE Project Manager \(mailto:vshipman@laspositascollege.edu?subject=\)](mailto:vshipman@laspositascollege.edu?subject=).
- Questions about institutional research or data: Contact the [Office of Institutional Research and Planning \(mailto:rsamra@laspositascollege.edu?subject=\)](mailto:rsamra@laspositascollege.edu?subject=).

What is a Division Summary?

Division Summaries are written by the Division Deans or other supervising administrators. They summarize the information in the divisions' Program Reviews. The summaries are posted on the Program Review website along with the Program Reviews. They are used as part of institutional planning processes such as creating the Institutional Planning Priorities, Facilities Master Plan and Educational Master Plan.

How can I provide feedback on the Division Summary?

Program Drafts of the Division Summaries will be posted on the Program Review website during the last week of November. The campus will be notified when the summaries are posted. There will be a two-week window for providing feedback.

For more information please contact:

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Jobs (<https://clpccd.peopleadmin.com/>)

Parking (</parking/index.php>)

Safety & Security (</safety/index.php>)

Campus Crime Statistics (</safety/documents/clery.pdf>)

Academic Senate (</gv/academicsenate/agenda.php>)

Curriculum Committee (</gv/curriculum/minutes.php>)

Incident Referral Forms (</maxient/index.php>)

Faculty & Staff Email (<https://mail.clpccd.org/>)

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The Zone (<https://myportal.clpccd.cc.ca.us/cp/home/displaylogin>) |

CLASS-Web (<https://bw11.clpccd.cc.ca.us/>)

Student Government (</lpcsg/index.php>)

Document Viewers (</disclaimers/viewers.php>)

Accreditation

(<http://laspositascollege.edu/accreditation/index.php>)

Title IX (</title-ix/index.php>)

Accessibility (</disclaimers/accessibility.php>)

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Governing Board Agenda

(<http://www.clpccd.org/board/BoardMeetingAgenda.php>)

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