



Program Review | Minutes

August 26, 2020 | 3:00 PM | ZOOM

Committee Mission: The Program Review Committee promotes an effective and meaningful process with clear links to institutional planning

LPC Mission Statement

Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

LPC Planning Priorities

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

Committee Name Quorum:

Members Present

Bhairav Singh
Majureen O'Herin
Lucas Hasten
Peter Kuo
Stuart McElderly
Dana Nakase
Irena Keller
Amy Whaten
Marsha Vernoga
Karen Spirin
Nadiyah Taylor
Kimberly Burks

The recording of minutes began approximately after 30 minutes into the committee meeting session.

- **Call to Order:** Meeting was called to order by Nadiyah Taylor around 3:00 PM. Actual time was not recorded.
- **Review and Approval of Agenda:** Agenda was reviewed and approved per Nadiyah; agenda approval was not documented in minutes in real-time.
- **Review and Approval of Minutes:** Meeting minutes were reviewed and approved. The review and approval of the minutes were not documented in real-time.
- **Action Items update:** None
- **Old Business:** None
- **New Business:**
 - **Review Committee Mission and Charge**
 1. New Action Item - Create PR support sessions. Nadiyah will hold an office hour or two in September for early writers
 2. Action Item – Early October / Late October session and invite the IR department and SLO Committee rep(s) to participate
 - Lucas, Irena, Bhairav, and Kimberly – Helpers
 - Marsha – Observers

New Business, continued....

- **President's Call to Action – How will this impact the work of the committee? Is there a way that PR has components connected to equity?**
 - Ask individuals to think about how their goals are aligned with equity
 - Next year, ask
 - How does your program combat racism and equity?
 - How does your program promote equity?
 - Make equity front and center and not something that is tagged on.
 - If that is our institutional focus, make it our PR focus. This could be a great example of how an institution involves PR in the current racial climate and circumstances.
 - This year, Equity is the first section of the PR Section 2.
- **Current Template Clarification and Updates**
 - Writing is for 2021; reflect on the prior academic year and set plans for the years ahead.
 - A program can elect to record “no significant changes” and opt out of Part 1 of the template.
 - Section for long-term planning was removed. There is a section for short-term planning.
 - Section 2 – The focus of this section is institutional planning. What are you doing to promote equity?
 - SLO portion of Program Review – The intent is to reconcile program level SLOs to course level SLOs. The assumption was if we include the SLO portion in the program review, program teams would be encouraged to close the loop between the Program Level and Course Level SLOs. Gather data and assess the data. It is a research opportunity!
 - Sections B1, B2 B3 – This section is dependent on whether a program has identified SLOs.
- **PR Timeline**
 - PRs will be submitted by November 2. PRs are read between Nov 2. And Dec. 11.
 - By Dec 11, meetings with the Reader and Deans is set, but the meetings will not occur until the start of Spring semester. The fall has been extended to be reading and writing program reviews.
 - Each person will be assigned a set of PRs to read and you will have access to a Google Doc to record, in a bulleted format, what you are reading.
 - This year, the Readers will take what is on the Google Doc and create a much more brief, high-level bulleted list.
 - The Readers will meet with the Deans; and the Dean will be spending more time with their respective programs. There will be an opportunity for programs to update their PRs.
 - By early February, the Division Summaries are written and presented at the February Division meetings and send those off to the IPEC in March.
- **Reader Assignments**
 - Historically, 2 readers per division; readers may be reading 5 to 8 program reviews. Try to balance the amount of work per person.
 - Will email out the reading process and with whom you will be reading.

- **Dean's Summary**

- Division summaries would be briefer and more summarized with the intent of being more effective.
- Executive summaries are high-level; it also provides flexibility for Deans to highlight content that may not have been highlighted in the rest of the division summary.
 - The executive summary gives this overall picture of the division needs and accomplishments. How does this help the college?
 - Perhaps meet with the programs and strategize how to solve problems.
 - Do we want to do a bulleted executive summary?
 - Perhaps we can identify the low hanging fruit, so at the end of the meeting we have a division summary with somehow actionable priority list of things.
 - Summarizing the themes does not necessarily mean that the themes were prioritized or translated into an actionable item.
 - Perhaps we have 3 categories – Needs, Challenges and Accomplishments
- Next meeting, we will discuss what we want to capture in those notes that we are preparing for the Reader's meeting with the Deans.
- Action Item – Nadiyah will have a draft of the Division Summary at the September 23 meeting
- No meeting on September 9