



Program Review | MINUTES

February 24, 2021 | MINUTES

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:

Non-Voting Members:

Nadiyah Taylor, Chair

Voting Members:

Kimberly Burks, Counselor
Lucas Hasten, BSSL
Irena Keller, BSSL
Peter Kuo, A & H
Amy Mattern, VP appointee
Dana Nakase, STEM
Maureen O'Herin, A & H
Carmen Ortiz, Classified Senate
Stuart McElderry, Dean
Bhairav Singh, STEM
Marsha Vernoga, PATH
Lara Wiedemeier, LPCSG

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

Agenda Item

1. Public Comment

2. Review and Approval of Agenda - **APPROVED**

3. Review and Approval February 10th Minutes - **APPROVED**

4. Old Business – **SEE PAGES 2-3**

- The Division Summaries were shared with IPEC
- The PR and Division Summaries are posted on the PR website
- The charge document has been sent to the Academic Senate for review
- Divisions has reviewed the summaries
 - One Division identified changes that will be sent to IPEC

5. New Business – **SEE PAGES 2-3**

- Can someone lead the March 10 meeting if needed?
- Review recap of the 20-21 cycle
- Continue discussions of the reading/summary process
 - Some Division Summaries google docs were changed – how to ensure this doesn't happen next cycle?
 - Accreditation needs
 - Initial feedback is that the division summary process was successful
 - Some themes like SLO/SAOs need to be called out on the program review
 - How to put these two needs together?
 - Ann H. will attend our March 10 meeting to discuss SLO portion
- For the spring semester: Create 21-22 Program Review form by 4/28
 - Need to include College Mission, CTE updates, Educational Master plan
 - I will reach out to Deans and curriculum, IPEC, Senate, SLO, SEA - Other areas that are important?

6. Next Regular Meetings:

- 3/10, 3/24, 4/14, 4/28, 5/12, SUMMER!!!!

- i. Old Business/Updates
 - A. Reviewed the items
 - B. Nadiyah will attend the 3/24 Senate meeting about the committee charge
 - C. Feedback on the meetings with Divisions about the Summaries
 - i. Various models for discussing the summaries were used (breakout groups, Canvas discussions, program presentations). Three Divisions will update their summaries slightly and Nadiyah will send them to IPEC next week. More eyes are still needed on the Division Summaries – will continue to think about how to do this moving forward
 - ii. One faculty suggested presenting the program reviews rather than writing them. Overall, the committee was unsure that these would meet accreditation requirements. Hopefully, the writing of the review will continue to be streamlined to help with the concerns for writers.
 - iii. It was noted that sharing the reviews with the whole Division is helpful – gives colleagues a chance to interact and to learn about common concerns and to celebrate accomplishments
- ii. New Business
 - A. Can someone lead the March 10 meeting if needed? – Bhairav can do this
 - B. Review the “recap of the 20-21 cycle” document – approved by the committee to send out
 - C. Continue discussions of the reading/summary process
 - i. Some Division Summaries google docs were changed along the way – how to ensure this doesn’t happen next cycle?
 - a) There were several suggestions given, including setting opening and closing dates for when editing would be restricted – this can be done using google docs or Microsoft teams (may come online soon); Use Canvas discussion tool to manage the reading and editing process. Do we have a document management system that can use here?
 - ii. Who determines when the Division Summary document is final? Who makes the document “look good?”
 - b) Initially, use breakout rooms during a PR meeting for reading teams to meet and decide roles and timelines.
 - c) Prep in a breakout session with the team before the reading process begins
 - d) There are several stages of the reading and division summary process:
 - i. Reading and writing up themes, priorities
 - ii. Division summary meeting with readers
 - iii. Editing Division Summary – pre-final version to share with Division
 - iv. Dean feedback from the division
 - v. Dean updates the summary, if needed
 - vi. Dean identifies it as final and sends to Coordinator for posting and passing on to IPEC
 - iii. How to best manage the reading process, prior to the summary meeting with the Dean?
 - i. A tentative decision was made: People are assigned one of three roles: primary reader, secondary reader and editor for a particular set of reviews. The roles are rotated for the second set of reviews assigned.
 - ii. **Primary reader** – reads all reviews thoroughly, **2nd reader** reads reviews with an eye for something missed by the primary reader, **Editor** cleans up the duplicates, wording and identifies themes (accomplishments, challenges, needs, SLOs)
 - iii. **After the division summary meeting, the Dean will do any further cleanup needed before the Division meeting** – need to review this at 3/10 meeting

- D. Accreditation needs
 - a) Important to balance the desire for brevity with ensuring all accreditation needs are met and easily documentable
 - b) Maybe focus on just a few themes on the Division Summary - SLO work/pedagogy/3-year planning?
 - c) Readers could virtually “tag” certain words or themes – this could be cumbersome and may not help with finding documentation when needed
 - d) The SLO Chair, Ann, will attend the 3/10 meeting to work on the SLO section of the template for 22-21
- E. To continue at 3/10 meeting
 - a) SLO work with Ann
 - b) Discuss past templates with Karin (Co-Chair of PR) – Needs to College Mission, CTE updates, Educational Master plan
 - c) Review the accreditation standards mapped to this committee

To Keep in Mind:

For the spring semester: Create 21-22 Program Review form by 4/28

Reach out to Deans and curriculum, IPEC, Senate, SLO, SEA - Other areas that are important?

Have draft by 3/24 meeting