



Program Review | Minutes

January 27, 2021 | Meeting | [ZOOM](#)

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
Lara Wiedemeier, LPCSG
Dana Nakase, STEM
Amy Mattern, VP appointee
Carmen Ortiz, Classified Senate
Stuart McElderry, Dean
Bhairav Singh, STEM
Marsha Vernoga, PATH

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
3. Review and Approval October Minutes

October minutes were approved

4. New Business

- a) Can anyone attend the new faculty orientation on March 10th @ 3:30 to explain the program review process (why important, what it's like, etc.?)

Carmen O. will do the presentation on the faculty orientation about program review on March 10

- b) Reading process feedback

There were many comments and suggestions captured, primarily about the Division Summary process.

- First time readers were not sure what to look for, what important themes?
- This was an easier process than last year, having the lists versus long narratives, easier to put into the Division template
- Less repetition because not so many categories, much easier to use, and straight forward
- Programs will still feel represented in the process of creating the summaries
- Really liked the prioritization process with the readers, more supportive to the Dean
- Being done at the end of the meeting, saved hours of work for the Deans
- Dean's meeting process helpful to do the collaborative problem solving
- More clarity needed on what the outcome of the Dean's meetings should be - need to clarify this for the next time
- The prioritization language could be a bit challenging or ambiguous - some clarifying language could be helpful in the next template
- The directions need to clarify to readers their role to identify some themes and start identifying priorities before the Dean's meetings
- Dean's should read all of the program reviews ahead of time;
- Need more instructions in the "tools for readers" about what to do in the meeting – a good first question may be to ask the Dean is what is their process for making a prioritized list and how do they like to write it?
- Clarify the responsibility of outside readers
- Consider the load for readers
- How do we want to manage early readers versus late readers of the reviews?

- With multiple readers put instructions that if another person has made your point you don't need to duplicate; make your first notes on your own and then compare notes
- Is it okay to change others' words that were written before yours?

c) Where are we in the Division Summary process? – due by Feb. 7th

There are 3 divisions that will meet within the next week to complete the process.

- d) Themes that emerged
- e) Suggestions for changes to process and/or forms?
- f) Review of Committee Charge

The Chair reviewed the document with the committee and the committee will complete at the next meeting

- g) For the spring semester: Create 21-22 Program Review form by 4/28
 - Need to include College Mission, CTE updates, Educational Master plan
 - Coordinator will reach out to Deans and curriculum, IPEC, Senate, SLO, SEA - Other areas that are important?

5. Next Regular Meetings:

- 2/10, 2/24
 - 3/10, 3/24
 - 4/14, 4/28
 - 5/12
- SUMMER!!!!