

PROGRAM REVIEW COMMITTEE MINUTES

1/26/2022 | 3-4:30 PM | Zoom Meeting

Las Positas College is 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 lifelong learning.

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.

Non-Voting Members:

Nadiyah Taylor, Chair
Karin Spirn, Co-Chair

Voting Members:

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

Present: Taylor, Spirn, Hasten, Burks, Keller, Singh, Mattern, Nakase, Carbone

1. Agenda Item
 2. Call to Order
 3. Public comments
 - a. no public comments
 4. Review and Approval of Agenda
 - a. approved
 5. Review and Approval of 11/10/21 Minutes
 - a. approved
 6. New Business
 - a. Action item: do we need to continue meeting remotely?
 - i. Committee decided to continue remote meetings
 - b. Meet with representatives of the program mapping team
 - i. Jill Carbone presented a possible question to add to next year's PR template. The committee agreed that the question could be a good way to remind programs to review and update program maps. The committee suggested that the question be revised to a simple yes/no question, with directions of who to contact if the answer is "no." Jill agreed to this revision.
 - c. Updates on Division summary meetings – how many remain?
 - i. One remains: BSSL. Meeting will be Friday 1/28
 - d. Feedback on the program review process - video explanation, support workshops, writing it, reading it, completing the division summary
 - i. The committee felt this year's process was successful.
- There was unanimous agreement that the process of co-writing the summary was preferable to the previous system of the deans writing it. Dean Mattern expressed satisfaction from a dean's perspective about the process. The committee noted that the Division Summary template could clarify which sections readers need to fill out and which will be filled out at the meeting so people don't do unnecessary or redundant work.
7. Work for the spring semester
 - a. Gather feedback
 - b. Summarize the process for the campus
 - c. Create 22-23 reading form
 - i. Meet with SLO, Curriculum, SEA committees
 - ii. Include accreditation-related items
 8. Updates
 9. Adjournment

10. Next Regular Meeting: Feb. 9 @3:00 pm

11. Meeting Dates for 21-22

- a. 2/9 and 2/23

- b. 3/9 and 3/23
- c. 4/13 and 4/27
- d. 5/11

Minutes Amended (these were misplaced and then found)

In attendance: Burks, Carbone, Hasten, Mattern, Nakase, Burks, Keller, Singh, Spirn Suarez, Taylor

1. Call to Order
2. Public comments
3. Review and Approval of Agenda
4. Review and Approval of 11/10/21 Minutes
5. New Business
 - a. Action item: do we need to continue meeting remotely?

The committee agreed to continue meeting remotely.

- b. Meet with representatives of the program mapping team

Jill Carbone showed us program mapping software. The Guided Pathways committee would like a question on PR asking programs to review their maps and make sure they are correct. She suggested language to add to the template. (see attachment below)

Amy noted that the question may need to be specific which time period of “projected course offerings.” We changed to “current and anticipated” course offerings.

Jill said the guided pathways committee would not be looking at the responses. Given that, we decided that the question should be changed to a checkbox yes/no with a direction that if the answer is no, programs should contact the curriculum specialist. This will avoid unnecessary/redundant labor on the PR document. We will include a link for who to contact.

- c. Updates on Division summary meetings – how many remain?

All division meetings have taken place except BSSL which will meet on Friday.

- d. Feedback on the program review process - - video explanation, support workshops, writing it, reading it, completing the division summary

6. People were positive about the meetings. Amy mentioned that programs found the new template easy to write. Lucas and Irena mentioned that programs seemed fatigued and that PRs may not have reflected everyone's full situation. In general programs were positive about the new template. It allowed programs to decide how detailed they wanted to be.

One piece of feedback from a program: the template could give examples of campus committees/entities they had worked with.

For filling out the summary form, the directions could indicate more clearly which sections of the template need to be filled out by readers (for example, readers didn't need to write priorities).

Nadiyah shared some plans from the September meeting of ideas for the next template.

Amy noted that some people answered "no" on SLO questions—the template could also provide guidance on what to do if you couldn't access the data.

Lucas noted that we don't need specific questions about categories of needs (e.g. student supports, resources) since programs do comment on that.

We could add more info in the equity question—perhaps a list of groups to consider.

Lucas is on the LGBTQ+ task force. He will ask the task force if they have ideas for a question regarding LGBTQ+ equity.

The committee seems to agree that we don't need questions about specific themes such as facilities or student supports unless we have a specific inquiry/purpose.

Kimberly will ask how student services areas felt about the PR template and process; did it work for capturing their accomplishments and needs?

We do want to have a report-out to the campus again about what we did. We also want to continue doing workshops for writers. We can also make a video again; we may want to find out if people are watching the video since they are a lot of work to meet.

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