



# PROGRAM REVIEW COMMITTEE MINUTES

10/27/2021 | 3-4:30PM | Zoom Meeting

<https://cccconfer.zoom.us/j/95480133790?pwd=ZmNmUmUmc2Zy9wQWt3UWxTNTFDZW5adz09>

Password: 746322

## LPC Mission Statement

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.

## LPC Planning Priorities

□ 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  
Karin Spirn, Co-Chair

### Voting Members:

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

## Agenda Item

### 1. Call to Order

Present: Amy Attia, Karin Spirn, Bhairav Singh, Irena Keller, Carmen Maria Ortiz, Kimberly Burks, Catherine Suarez, Marsha Vernoga, Amy Mattern

### 2. Public comments

### 3. Review and Approval of Agenda

### 4. Review and Approval of 9/22 Minutes

### 5. Action Items

### 6. Old Business

### 7. New Business

- Brown Act – does the need for remote meetings continue?
  - a. Brown Act committees can continue to have meetings remotely, but we have to determine every month that it should be continued online due to health needs
    - i. Catherine Suarez motioned to hold remotely, Irena Keller second, Motion passes
- Feedback on writer workshops
  - a. Have you been receiving questions/ need for help?
    - i. 4 people attended the first writing session, 6 attended the second
    - ii. Some questions arose about the table in the new template and whether writers need to keep their text very short. The answer is they can write as much as desire (e.g. bullet, paragraph, etc.)
    - iii. Writers were informed that they don't have to do their Program Review exactly as was done in the past by others for their disciplines/departments, they can approach in their own way
    - iv. Reviewed IR data section and reminded attendees that not all programs have IR data (e.g. not available for all Student Services programs). Student Services areas can skip sections that are not applicable or mandated for them, and this is perfectly ok. They can also choose to report other data they have available or put in IR request.
    - v. Program set standard – the baseline is 90% of the 5-year average of the last 5 years of course success. Goal is to not fall below that baseline. If not meeting it, need to share why.
- Tasks: reach out for readers, confirm that SLO committee will help read (get the specific readers)
  - a. Chair will do this next week
- Can anyone read VP Ward (Student Services) program reviews early and meet with her in Dec?
  - a. Bhairav Singh and Catherine Suarez volunteered; that would be their primary division, but they would also read some others from another Division.
  - b. Program Reviews will be up by end of next week.
- Reviewing documents in November
  - a. Sometimes can offer very short extensions if needed; writers need to reach out to Chair.

- b. Helpful for disciplines to let Program Review Committee know about changes, for example Humanities and Philosophy have done Program Review together in the past and may separate this time.
- c. Prior Program Reviews are up on the website
- d. Tools for Readers is on the Program Review website
- e. Will be assigning readings in next few weeks
- Should we do a survey post-completion?
  - a. In past these haven't been as helpful as could be because were anonymous and didn't know how to help with individual feedback
  - b. Feedback on template has been helpful in past
  - c. Survey, if done, would be sent to anyone who has worked on Program Review in any capacity
  - d. Suggestion to allow people more time to get used to new template and process before soliciting feedback. This was agreed to by committee members.
  - e. In the future it could be asked on the template "what could be improved"
- Nov 10<sup>th</sup> will be a check-in on questions about reading process
  - a. Will review process, address questions, and allow teams to have some time to work together

**8. Updates**  
None

**9. Adjournment**  
1. 3:40pm adjourned

**10. Next Regular Meeting: November 10 – meet in reading teams**

Meeting Dates for 21-22

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| <ul style="list-style-type: none"><li>• 11/10</li><li>• 12/8</li><li>• 1/26</li><li>• 2/9 &amp; 2/23</li><li>• 3/9 &amp; 3/23</li><li>• 4/13 &amp; 4/27</li><li>• 5/11</li></ul> |
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