 Program Review Committee Minutes

 Wednesday, August 23, 2023 | 3:00 – 4:30 p.m.

*Recorder: Nadiyah Taylor*

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| **LPC Mission Statement** | **LPC Planning Priorities** |
| 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 life-long 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. |
| **Chair** | **Classified Senate (2)** | **College Librarian (1)** |
| [x]  Nadiyah Taylor  | [ ]  Danielle Bañuelos, Academic Services[ ]  *Vacant*, Student Services | [ ]  *Vacant* |
| **Faculty (5)** | **Academic Dean (1)** | **VP Academic Services or Designee (1)** |
| [ ]  Unassigned, A&H Faculty #1[ ]  Unassigned PATH Faculty #1[x]  Irena Keller, BSSL Faculty #1[x]  Bhairav Singh, STEM Faculty #1[x]  Kai Blaisdell, STEM Faculty #2[x]  Michael Schwarz, Student Services Faculty | [x]  Stuart McElderry, Dean BSSL | [x]  Amy Mattern, Dean A&H |
| **Guests** |
| [ ]  Karen Archer, PT counselor |

**Membership 10 (Quorum = 6)**

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| **Agenda****Item** | **Information/Discussion** | **Action/Assigned To** |
| **1.** | **Call to Order***For information* |  |
| **2.** | **Review & Approve Agenda –** *For action** The agenda was approved
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| **3.** | **Review & Approve Prior Minutes –** *For action** The May 2023 meeting minutes were approved
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| **4.** | **Action Items***For action** Nadiyah: record brief video overview of the template and the new website
* Nadiyah/Elle: Upload the Division Summaries from 22-23 and update the reading directions on the PR website
* Nadiyah: reach out to the Classified Senate president for invitation for a rep for the committee; Mike ask about Counselor Classified representation
* Nadiyah & Amy: create an outreach email for readers
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| **5.** | **Old Business***For discussion** Review the finalized template for 23-24
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| **6.** | **New Business***For discussion** New members were introduced and welcomed
* The mission, charge, and website of the committee were reviewed, as well as the general program reviewing writing, reading and division summary processes
* The remaining discussion focused on ideas for streamlining the reading process – key goals of the process are:
	+ Have multiple readers of each program review because multiple perspectives are important
	+ Don’t assign the same reader to multiple divisions
	+ Create a uniform timeline for each reader to complete their work
* The group decided:
	+ OneDrive will be the tool for collaboration only
	+ **Writers will download the completed Program Review Update document in Word** and submit it to the chair and respective dean by November 1
	+ The finalized Program Review Updates will be posted to the website for readers and readers will be assigned
	+ Once assigned, **readers should set up the date to meet with the Dean between Jan 22 – 26 2024**
	+ For this pilot program review update year, since the readings will be shorter than usual, there will be **one reader from the reading pool** for each document; **the second reader will be the Dean**
		- All readers will use the Division Summary template to capture key program accomplishments and challenges and then identify themes in each of these areas
		- Identify model language or sections for accreditation standards when relevant
		- Identify planning priorities
		- Edit the document for clarity and consistency
		- Send their finalized draft of the Division Summary to Nadiyah and the Deans by January 19th (Draft #1)
		- Division summarized are completed during meetings with the Deans.
	+ Deans send Nadiyah the final documents that they will show to their divisions; (Draft #2)
		- Nadiyah sends these to IPEC by 2/28/24
		- Nadiyah changes the status of all division summaries to “Reviewing” so that division members can make comments on the Division summary
	+ Deans incorporate feedback and send the very final version to Nadiyah (Final Version)
		- Any changes are sent to IPEC
		- Division summaries are posted on the PR website and the site is published
* The committee should post samples of model PR documents from a small and large program on the committee website
* We need to recruit readers from all areas of campus
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| **7.** | **Updates***For information***•** The board of trustees approved the purchase of META, curriculum will be first and then Student Learning Outcomes* The next date for the committee meeting was clarified to be Sept 13, not Sept 6

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| **8.** | **Good of the Order***For information* |  |

**Meeting adjourned at** 4:15 pm; Next **meeting:** Wednesday, Sept. 13, 2023