**Program Review Committee Meeting**



# LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students’ transfer, degree, basic skills, career-technical, and retraining goals.

# LPC Planning Priorities

* Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
* Provide necessary institutional support for curriculum development and maintenance.
* Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
* Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

# Meeting Name

**Members Present (voting):**Karin Spirn English  
Catherine Suarez Spanish  
Nadiyah Taylor ECD

Michal Shuldman biology

Angela Amaya Library

Adeliza Florez Chem  
Christina Lee Counseling  
Don Carlson Dean of CATSS

**Members Present (non-voting):**

**Members Absent:**

**Meeting Guests:**

February 8, 2017 *|3-4:30 PM|* 505

**Meeting Minutes**

1. **Call to Order**

The meeting was called to order by Karin Spirn at 3:03 pm

1. **Review and Approval of Minutes**  
   The minutes of January 25, 2017were reviewed. Don Carlson made a motion to approve the minutes. Nadiyah Taylor seconded the motion. Ron Johansson abstained. The minutes were approved by consensus.
2. **Next year’s Program Review template**Karin Spirn gave an overview of the program review cycle and process. Every year the college does program review updates. Every two years the college does a full Program Review.

Karin Spirn reviewed the development of the Program Review template that is in progress. The committee will talk about the time line at the next meeting. A link to last year’s program reviews are at the top of the template document. The data review question was divided in two. The areas listed on the Dean’s Summary are listed on item B.

Ron Johansson said his program has a lot of questions from agencies outside the District’s boundaries. Students come from as far away as Tracy but they can’t report that out. There was a question about where students are coming from. Karin Spirn suggested that he contact Rajinder Samra for this data.

COMPUTER REBOOTED missed several minutes at 3:21 PM

Karin Spirn went over some notable changes on the template to reflect on from the year before or earlier. There is an optional short term planning and long term planning section added.   
  
On #14 Curriculum review aspirational documents were added. Curriculum review is looking over your curriculum to be sure it’s relevant. This wording was changed to apply only to programs that have curriculum. Curriculum is aligned with instruction. The document was edited to say: “Only Programs that offer courses”. This section may be reworded to clarify in the future. We need to keep the DE Course question.   
MISSION: Added the part addressing the college mission. How your program supports the college mission.

The question about planning priorities was taken out. It was noted that a program may have an accrediting agency that could require a program to have a mission statement.

Under item B it was decided to add “Accreditation recommendations and standard” to the bullet point list.

The group took 10 minutes to look over a guide with a glossary of terms. They were asked to mark terms or bring up any questions that should be defined or need supplemental clarification.  
  
SSSP – Student Services and Success Programs.   
SAO-Student Area Outcomes  
SLO – Student Learning Outcomes

Item 2B: – Explain or give examples of services to students. Difference between SAO & SLO Process.

Item B: Define everything on list   
 ADD wording with possible topics might include but are not limited to the following (turn this section   
 into a section heading)

Section H  
Curriculum and pedagogy. For the purposes of this document curriculum is the technical process. Pedagogy refers to course materials. Pedagogy would only be addressed in “B”

For H, clarify we only need curriculum-committee

I – Clarify (what needs to be recorded, hybrids, etc)

J- If your program has a mission you may include it here.

Long term vs. Short term planning,

Impact to students clarified

KS showed the current Program Review glossary. It was agreed that it has some useful information.

1. **Next year’s Dean’s Summary template**Karin Spirn brought up the old Dean’s summary template for review. All of the past program reviews were housed on the Program Review website. The old reviews were freeform. The Program Review template had very specific questions. From there it went to an update that was broader. The questions weren’t as delineated for the responses. The Deans template didn’t match the questions. There is a need to make the template easier to pull out themes and summaries and recommendations.   
   Adding letter B and having the list makes it easier to address. The members of the Division like this summary better because you’re more likely to see the program’s name appear.

Don Carlson asked if Karin Spirn would be willing to come to the Deans to review the template. The other Deans may come from a different perspective and have more input than he is comfortable in providing.

Section B:

ADD wording on possible topics, might include but are not limited to the following (turn this section into a section heading)

At bottom of list put (Make sure these are the same ones and in the same order)

Nadiyah Taylor said there is a need to get feedback from the Deans on how useful the reader feedback was. Consensus was that feedback from the Dean’s is needed.

1. Meeting adjourned at 4:30 PM