**Program Review Committee Minutes**



# 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:**

Karin Spirn – English (Chair)  
Catherine Suarez - Spanish  
Nadiyah Taylor - ECD

Angela Amaya - Library  
Christina Lee - Counseling  
Don Carlson - Dean of CATSS

Bhairav Singh – Math

Ron Johansen – Fire Science

March 8, 2017*| 3-4:30pm**|* **Room 505**

**Program Review Meeting Notes, April 12, 2017**

**Agenda Items:**

1. **Discuss PR survey results**

There were 16 responses overall – people understand the purpose and could easily find it (75%), data was easily available. People still have questions about the timeline (too soon in the Fall) or the amount of work or doing it every year.

Karin – maybe add section to send concerns to Program Review chair

In future meetings will discuss the results to determine what information should be shared to help clarify reasons for procedures.

Karin will investigate sharing the comments from the document to the committee

1. **PR 2017 Template**

* Make list of items in checkboxes alphabetical (questions B-G)
* Include language “in light of Measure A” in the Facilities Planning section
  + Clarify wording for #2 under Facilities Planning b/c only relevant for new facilities?
  + Ask Scott about question #2 – is it needed?
  + Maybe move #3 to become #2
* Karin will review notes from March meeting to make sure followed up on any questions for Craig or Vicki Shipman
* Updated the SLO/SAO Process definition, Financial/Budgetary
* Turn glossary into a link

1. **PR 2017 Dean's Summary Template**

Karin will update so language on template matches what is on the most current version of the Program Review Template

1. **2017 PR timeline**

We put this agenda item first. There is a need to give the Dean’s more time to read reviews. However, because the Dec/Jan division meetings are not consistent, therefore the earlier Nov. date was originally chosen.

* Are division meetings the best place to discuss? Some divisions do more of a report-out rather than a discussion.
* Would department-level discussion be better?
* Should we post the Dean’s summary online and let people give feedback that way? We’d need guidelines for what parts to edit/comment upon.

The goal would be to have accuracy of information on the summary, a chance to reflect an update to the program or that there are concerns. Commenters would need to Include the name, department, page number related to their feedback. Would only be able to give feedback for your specific division’s summary. This will be more open for PT faculty participation.

The easier the process can be, the better.

The idea is that the summary is supposed to be a shared division summary, that reflects the needs of the programs in the division. Should we change the name back to Division Summary rather than Dean’s Summary so it is clearer that it is a collaborative process for creation?

* Karin will ask administrators for feedback about the name change.
* Tentative timeline:
* October 16th Program Review due
* Week of November 13th for readers to meet with Dean’s to start Division Summary
* Dean’s submit Division Summary to Karin by 11/27
* Division gives feedback by end of semester
* Finalized Division Summary due Jan. 22

*Please note: We will meet in room 505 this semester.*

Fall 2016 PRC Meetings (2nd and 4th Wednesdays, 3-4:30, Room 505)

February 8

February 22

March 8

April 12

April 26

May 10