 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)** |
| 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  Irena Keller, BSSL Faculty #1  Bhairav Singh, STEM Faculty #1  Kai Blaisdell, STEM Faculty #2  Michael Schwarz, Student Services Faculty | Stuart McElderry, Dean BSSL | 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 |  |
| **3.** | **Review & Approve Prior Minutes –**  *For action*   * The May 2023 meeting minutes were approved |  |
| **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 |  |
| **5.** | **Old Business**  *For discussion*   * Review the finalized template for 23-24 |  |
| **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 |  |
| **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 |  |
| **8.** | **Good of the Order**  *For information* |  |

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