

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Committee Name: Program Review

Form Completed by: Nadiyah Taylor and Committee **Position:** Coordinator

LPC Mission Statement:
Las Positas College provides 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.

Instructions

The purpose of this worksheet is to allow each Committee, Subcommittee, Senate, or Union to review its charge and membership yearly. It is important to review the current committee charge and responsibilities in the LPC Governance Handbook. Ensure that the Charge supports the LPC Mission Statement. If changes are needed, please make changes on this document, receive approval from any constituency groups involved, and send to the President's Office. Once changes are received, the document will be brought to College Council for review and approval.

Committee Academic Year Timeline

Month	Activity
February	<ul style="list-style-type: none"> • Committees discuss and finalize committee changes and/or structure. • Chair completes Governance Worksheet with or without changes and signs on behalf of the committee.
March	<ul style="list-style-type: none"> • Governance Worksheet goes forward to Academic Senate (if appropriate). • Governance Worksheet goes forward to College Council for approval. • College Council Meeting – Approvals of Governance Committee Changes. • If there are significant changes, Committee Chair or Designee must attend the Council Meeting.
April	<ul style="list-style-type: none"> • Shared Governance Participants' Document and Governance Handbook updated with committee changes. • President's Office sends reminder to Academic and Student Services Divisions, Classified Senate, and Administrators to update membership. • Student Services Division Meeting agenda item: committee memberships. • Admin Staff Meeting agenda item: committee memberships. • Classified Senate Meeting agenda item: committee memberships. • Academic Divisions Meeting agenda item: committee memberships.
May	<ul style="list-style-type: none"> • Admin Staff finalizes committee memberships. • Student Services Division finalizes committee memberships. • Classified Senate finalizes committee memberships. • Academic Divisions finalizes committee memberships. • Academic Divisions, Student Services Divisions, Classified Senate, and Admin Staff sends committee representation to President's Office.
August	<ul style="list-style-type: none"> • President's Office posts DRAFT Governance Participants on website.
September	<ul style="list-style-type: none"> • Faculty Association sends list of appointments. • LPCSG sends list of appointments to President's Office. • Committees send President's Office Committee Chair selection. • President's Office posts FINAL Governance Participants on website. • Committee Chair/Support updates committee webpage with changes and committee representation.

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Committee Tasks for 2020-21

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List tasks the committee completed in 2020-2021 in support of the committee charge.

1. Evaluated the program review forms and process from the 19-20 cycle, using writers, readers Deans and IPEC survey data
2. Developed new forms and processes for the 20-21 writers and for the Division Summaries
Communicated these process to the community - information video created, 2 information sessions held (with support from SLO and IR), forms posted on the PR website and announced at Division Meetings
3. Division Meetings
4. The chair attended Dean's meetings, along with individual meetings as needed, to both develop the Summary process and to provide support during the development of the summaries
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

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Use the attached 2020-2021 information from the [Shared Governance Handbook](#) and the [Committee Participants list](#) to determine whether changes need to be made for 2021-2022.

1. Charge:

The Charge is satisfactory, no changes.

The Charge will change. The updated Charge is attached. [The charge identifies administrative program review as related to our committee, but this is not true at this time](#)

2. Reporting Relationship:

It is recommended the reporting relationship remains the same.

It is recommended the reporting relationship changes.

The committee will report to:

Academic Senate

College Council

Faculty Association

President

Vice President of _____

[As of 2020 this committee also reports to IPEC but this was not on the current document](#)

Other _____

3. Chairmanship:

It is recommended that the chair:

Selection remains the same

Selection method changes to: _____

4. Membership:

It is recommended membership remains the same.

It is recommended membership changes to:

Voting Members (list positions, not actual names): (e.g., V.P. of Student Services, 4 Classified, 1 faculty from each Division, etc.)

[VP Academic Services or Designee](#)

1. _____

2. [1 appointed Dean](#)

3. [2 faculty from each division, including student services](#)

4. [1 Librarian](#)

5. [2 Classified Senate Representatives](#)

6. [1 SLO committee member](#)

7. [1 Faculty Association Representative](#)

8. [One LPSCG Representative](#)

9. [Ad hoc - additional readers as needed during the peer review reading process](#)

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- 10. _____
- 11. _____
- 12. _____
- 13. _____

Total Voting Members: 18 Quorum (50% + 1): 10

Non-Voting Members: (e.g., President, 2 students, 1 faculty from each Division, etc.)

- 1. N/A
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Members appointed by: (check all that apply)

- | | |
|-------------------------------|----------------------------------|
| <u> </u> Academic Senate | <u> X </u> Faculty Association |
| <u> </u> Classified Senate | <u> X </u> SEIU |
| <u> </u> Administration | <u> X </u> Student Senate |

5. Term: (check one)

- 1 year X 2 years X Other **4-5 recommended**

Committee Chair/Co-Chair Approval

Printed Name	Signature	Date
Nadiyah Taylor	<i>Nadiyah Taylor</i>	Feb. 22, 2021
_____	_____	_____
_____	_____	_____