



Program Review Committee Minutes

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

Recorder: Nadiyah Taylor

LPC Mission Statement	LPC Planning Priorities	
<p>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.</p>	<p>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.</p>	<p>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.</p>
Chair	Classified Senate (2)	College Librarian (1)
<input checked="" type="checkbox"/> Nadiyah Taylor	<input type="checkbox"/> Danielle Bañuelos, Academic Services <input type="checkbox"/> <i>Vacant</i> , Student Services	<input type="checkbox"/> <i>Vacant</i>
Faculty (5)	Academic Dean (1)	VP Academic Services or Designee (1)
<input type="checkbox"/> Unassigned, A&H Faculty #1 <input type="checkbox"/> Unassigned PATH Faculty #1 <input checked="" type="checkbox"/> Irena Keller, BSSL Faculty #1 <input checked="" type="checkbox"/> Bhairav Singh, STEM Faculty #1 <input checked="" type="checkbox"/> Kai Blaisdell, STEM Faculty #2 <input checked="" type="checkbox"/> Michael Schwarz, Student Services Faculty	<input checked="" type="checkbox"/> Stuart McElderry, Dean BSSL	<input checked="" type="checkbox"/> Amy Mattern, Dean A&H
Guests		
<input type="checkbox"/> Karen Archer, PT counselor		

Membership 10 (Quorum = 6)

Agenda Item	Information/Discussion	Action/Assigned To
1.	Call to Order <i>For information</i> <ul style="list-style-type: none"> • 	
2.	Review & Approve Agenda – <i>For action</i> <ul style="list-style-type: none"> • The agenda was approved 	
3.	Review & Approve Prior Minutes – <i>For action</i> <ul style="list-style-type: none"> • The May 2023 meeting minutes were approved 	
4.	Action Items <i>For action</i> <ul style="list-style-type: none"> • 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 <i>For discussion</i> <ul style="list-style-type: none"> • Review the finalized template for 23-24 	
6.	New Business <i>For discussion</i> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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 	

	<ul style="list-style-type: none"> • The group decided: <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ▪ 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) <ul style="list-style-type: none"> ▪ 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) <ul style="list-style-type: none"> ▪ 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.	<p>Updates <i>For information</i></p> <ul style="list-style-type: none"> • 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.	<p>Good of the Order <i>For information</i></p> <ul style="list-style-type: none"> • 	

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