



Program Review Committee Minutes

Wednesday, February 8, 2023 | 3:00 – 4:30 p.m.

Recorder: Danielle Bañuelos

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 type="checkbox"/> Nadiyah Taylor	<input checked="" type="checkbox"/> Danielle Bañuelos, Academic Services <input type="checkbox"/> Vacant, Classified Senate	<input type="checkbox"/> Vacant
Academic Dean (1)	Faculty Association (1)	LPC Student Government (1)
<input checked="" type="checkbox"/> Stuart McElderry, Dean BSSL	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant
Faculty (10)	Student Learning Outcomes (1)	VP Academic Services or Designee (1)
<input checked="" type="checkbox"/> Catherine Suarez, A&H Faculty #1 <input type="checkbox"/> Vacant, A&H Faculty #2	<input type="checkbox"/> Vacant	<input type="checkbox"/> Amy Mattern, Dean A&H
<input checked="" type="checkbox"/> Marsha Vernoga, PATH Faculty #1 <input type="checkbox"/> Vacant, PATH Faculty #2	Guests	
<input checked="" type="checkbox"/> Irena Keller, BSSL Faculty #1 <input type="checkbox"/> Vacant, BSSL Faculty #2	<input type="checkbox"/> Name	
<input checked="" type="checkbox"/> Bhairav Singh, STEM Faculty #1 <input type="checkbox"/> Vacant, STEM Faculty #2		
<input checked="" type="checkbox"/> Michael Schwarz, Student Services Faculty <input type="checkbox"/> Vacant, Student Services		

Attendance (Quorum = 5)

Agenda Item	Information/Discussion	Action/Assigned To
1.	Call to Order <i>For information</i> <ul style="list-style-type: none"> Meeting called to order at 3:06 p.m. 	
2.	Review & Approve Agenda – 2/8/2023 <i>For action</i> <ul style="list-style-type: none"> Amendment - removed action item Michael Schwarz / Irena Keller – Amended Agenda Approved 	
3.	Review & Approve Prior Minutes – 10/12/2022 <i>For action</i> <ul style="list-style-type: none"> Bhairav Singh / Marsha Vernoga – Minutes Approved 	
4.	Action Items <i>For action</i> <ul style="list-style-type: none"> <i>None at this time</i> 	
5.	Old Business <i>For discussion</i> <ul style="list-style-type: none"> How was the Program Review cycle this time? As a writer, the statistics part of the program review was frustrating because we don't have that data or training to understand it. It might be nice to have a 1:1 check in midway through the process (around September) to see how the writing is going, and maybe get help with the sections that are most difficult (SLO and Statistics). The purpose of program review is miscommunicated; it is a way to document needs and accomplishments/challenges of programs, not a way to request needs. Emails for the division summary meetings were missing some participants on the calendar invitations. <ul style="list-style-type: none"> Who organizes these meetings? This was unclear and there was confusion on dates and times of meetings. Initially should create a calendar hold for the week division summaries will be conducted so that faculty do not schedule other meetings over these meetings once they are finally scheduled. Request to have a central location to find all documents for reading purposes; there was frustration around having to click around into multiple areas to find the reading document, then the program review document, and the assigned reading teams document etc. Request to have more defined roles of 1st reader and 2nd reader 	

	<ul style="list-style-type: none"> • Suggestion: eliminate the 2nd reader and have program review reading done in groups at meetings instead of meeting to discuss program review – re-purpose meeting time. • Suggestion: assign readers to one division as opposed to multiple so reading stays within division. • Timeline: one division Deans wants their program reviews completed before others, so the timeline is tighter. Committee would like to explore extending the reading timeline into January as late fall term is a busy time for everyone. • Flex Day sessions for program review writing are very helpful! Please keep these. • Suggestion: incorporate Program Review into the 2nd hour of the first town meeting in Fall (September) to review data about programs etc. • Dean perspective: the division summary meetings were very helpful, and it was nice to have everyone who read a program review from that division present at the meeting. 	
6.	<p>New Business <i>For discussion</i></p> <ul style="list-style-type: none"> • Discuss software options for Program Review <ul style="list-style-type: none"> • CurrIQunet META software <ul style="list-style-type: none"> • This platform looks better and is more customizable than eLumen, Curriculum Committee really likes it and is ready to make the switch/upgrade. SLO Committee would use it too, and has already had a demonstration. The benefit to Program Review is that the software will automatically insert the SLOs into your program review when you write your assessment of your SLOs. A demonstration of META will be scheduled to allow PR Committee members to see how it would assist in the program review process. • eLumen - <i>Tabled</i> • Review draft template of 2023-2024 - <i>Tabled</i> 	
7.	<p>Updates <i>For information</i></p> <ul style="list-style-type: none"> • Capturing themes from Program Review this year - <i>Tabled</i> • Working on Executive Summary (of the process) for the campus - <i>Tabled</i> • Shared Governance Worksheet - <i>Tabled</i> 	
8.	<p>Good of the Order <i>For information</i></p> <ul style="list-style-type: none"> • <i>None at this time</i> 	

Meeting adjourned at 4:30 p.m.

Next meeting: Wednesday, February 22, 2023