



Program Review Minutes

September 14, 2022, 3:00 - 4:30 pm

Recorder: Danielle Bañuelos

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 (1)	Faculty Association (1)	SEIU (1)
☐ Nadiyah Taylor	☐ Vacant	☐ Vacant
Academic Senate (2)	Classified Senate	Student Senate (2)
	☐ Danielle Bañuelos	☐ Vacant
Vice Presidents	Deans	Faculty
	☐ Stuart McElderry ☐ Amy Mattern	Lucas Hasten - absent Irena Keller Bhairav Singh Catherine Suarez Michael Schwarz Marsha Vernoga - absent
	Guests	
	☐ LisaMarie Russo	

Attendance (Quorum = 5)

Agenda Item	Information/Discussion	Action/Assigned To
1.	Call to Order <i>For information</i> - Nadiyah welcomed new members and called the meeting to order. - Members introduced themselves	
2.	Review & Approve Agenda <i>For action</i> Committee members approved agenda	
3.	Review & Approve Prior Minutes <i>For action</i>	
4.	Action Items <i>For action</i> - Approve dates for writer's workshops - Submit a FLEX Day proposal? - Should we host a program review writing FLEX Day session? Some members of the committee felt that this was a good idea. It was recommended that we could host a morning session and an afternoon session. - Another suggestion was to reserve this idea for workshops, or to hold a session prior to FLEX Day. - Important Dates: Flex Day 10/20, Program Review Due 11/1 - The committee agrees we want to hold a writers workshop in early October, in the afternoon.	
5.	Old Business <i>For discussion</i> - Review the template for new members - Nadiyah reviewed each section of the 2022 Program Review template for the new members on the committee. - Some minor challenges with the new Google Drive process - Hyperlinks may need to be updated, everything is set to "view only" for the time being	

6.	New Business <i>For discussion</i> • Can someone be a notetaker? • Danielle Bañuelos volunteered to help with the minutes • Review Program Review Committee Charge, Website, etc. • Nadiyah shared the Program Review website with everyone. • The committee reviewed the charge and membership. • Readers' roles and documentation? • Suggested writers email Nadiyah and their Dean and say they have finished writing their program review and are ready for it to be read. Nadiyah will then change the access to “read only” so readers can start reviewing it. • 1st Reader will identify common themes and key points, 2nd Reader will technically edit the program review and highlight successes and challenges. • We should update the directions for readers to include updating the priorities at the bottom of the program review.	
7.	Information Items <i>For information</i> • Stuart McElderry shared that we have new ACCJC standards we will be evaluated on. We need to figure out how to incorporate these into Program Reviews.	None
8.	Updates <i>For information</i>	None
9.	Good of the Order <i>For information</i> ❖ Committee agreed to continue to meet on Zoom ❖ Upcoming meetings: • Fall: 10/12, 10/26, 11/9, 11/23, 12/14 - *11/23 is during a holiday break – no meeting • Spring: 1/25, 2/8, 2/22, 3/8, 3/22, 4/12, 4/26, 5/10 - * 3/8 is Spring Flex Day - no meeting	
10.	Future Agenda Items <i>For discussion</i> 1. Updating directions for readers 2. Creating a process for readers to identify ACCJC standards within Program Reviews	

Meeting adjourned at 4:11 p.m.

Next meeting: September 28, 2022 at 3:00 p.m.