

## Robertson, Beth

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**From:** Kamath, Kiran  
**Sent:** Monday, February 03, 2014 1:13 PM  
**To:** LMC Department Chairs  
**Cc:** Ybarra, Nancy; Moore, A'kilah; Hannum, Natalie; Horan, Kevin; Kratochvil, Bob; Saw, Eng; Becker, Michael; Newman, Gail; Benford, Jeffrey; Belman, David; Huffman, Laurie; Robertson, Beth; McGrath, Cindy; Goff, Christina; Adams, Jennifer; Kamath, Kiran  
**Subject:** An update on Program Review

Hello again,

This is to follow up on my previous email to you below...

Eng Saw has created a new tab in the Program Review Submission Tool called "Program Std" so that you can include 'Institution Set Standards of Student Achievement' for all instructional programs/departments. This is a requirement only for instructional programs. (Link to the PRST is [www.losmedanos.edu/programreview](http://www.losmedanos.edu/programreview).)

This page within the Program Review Submission Tool contains a **link** to the form (I emailed you previously on January 27 – see below), a **browse button** to find your saved document, and an **upload button** to upload your saved document. Once you upload it, it will be in the data repository of your program/department. Please save the file using the name of your department and the year so that you don't erase any other file and can locate it easily. For example: "RN-Standards-2014".

Eng has also made it possible for you to upload your PSLO and CSLO assessment reports to the Program Review Submission Tool in the "Assessment" tab. Again, please save your documents with a naming system that your department is comfortable with, so that you can find your reports easily every year. Include the program or course name as well as the semester and year in the name. For example: "CHEM-PSLO-Fall2013" or "COMSCI10-CSLO-Fall2013".

I would like to give a special 'shout out' to Eng for his excellent work on the program review submission tool. I hope you are finding it much easier to use.

Also a special thank you to Mike Becker for making it possible for you to access the PRST from home.

Thank you all for the work you are doing on program review and with assessment. Please remember that program review should be completed by February 18.

Sincerely,

Kiran

Kiran Kamath  
Senior Dean, Planning & Institutional Effectiveness  
Accreditation Liaison Officer

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**From:** Kamath, Kiran  
**Sent:** Monday, January 27, 2014 2:01 PM  
**To:** LMC Department Chairs  
**Cc:** Ybarra, Nancy (NYbarra@losmedanos.edu); Moore, A'kilah; Hannum, Natalie; Horan, Kevin; Kratochvil, Bob; Saw, Eng; Becker, Michael (mbecker@losmedanos.edu); Newman, Gail; Benford, Jeffrey; Belman, David; Huffman, Laurie (LHuffman@losmedanos.edu); 'Robertson, Beth (brobertson@losmedanos.edu)'; McGrath, Cindy; Goff, Christina  
**Subject:** ACCJC requirement - Setting Student Achievement Standards  
**Importance:** High

Dear Chairs of Instructional programs/departments:

At the October 2013 Department Chair meeting, I had informed you that the U.S. Department of Education has notified ACCJC to require colleges to set **Standards of Student Achievement** at the department/program level. The TLC has been discussing this; and has adopted and approved the attached form on January 21, 2014 to document this information.

Eng Saw is adding a new tab in the Program Review Submission Tool which will include the blank form (attached) as well as a provide link for you to upload your completed form. Please include this form in your program review which is due on February 18, 2014. There will be some more guidance on how to complete this form at the Department Chair meeting on February 4<sup>th</sup> and the three instructional deans – A'Kilah, Nancy, and Natalie – can also help you with it.

This is the first year that we are providing this information, so let's begin by taking simple steps in this process. I thank you in advance for this work, and apologize for adding to the work you are already doing (unfortunately it cannot be avoided).

Sincerely,  
Kiran

Kiran Kamath  
Senior Dean, Planning & Institutional Effectiveness  
Accreditation Liaison Officer

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