

NORCO COLLEGE
PROGRAM REVIEW MEETING MINUTES
September 24, 2015
IT 218

Dr.'s Gray and Fleming co-chaired this meeting.

Members:

Dr. Alexis Gray.....Social & Behavioral Sciences
Dr. Khalil Andacheh.....Social & Behavioral Sciences
Dr. Gail Zwart.....Business, Engineering & Information Technologies
Dr. Koji Uesugi.....Interim Dean of Student Services
Dr. Diane Dieckmeyer.....Vice President of Academic Affairs
Dr. Laura Adams.....Social & Behavioral Sciences
Dr. Greg Aycock.....Dean, Institutional Effectiveness
Beverly Wimer.....Math and Science
Kris Anderson.....Communications
Beth Gomez.....Vice President, Business Services
Dr. Monica Green.....Vice President of Student Services
Dr. Kevin Fleming.....Dean of Instruction, Career and Technical Education
Dr. Sarah Burnett.....Social & Behavioral Sciences
Quinton Bemiller.....Arts, Humanities, & World Languages
Dr. Carol Farrar.....Dean of Instruction
Thelma Montiel.....ASNC
Dr. Monica Green.....Vice President of Student Services
Dr. Tim Russell.....Social & Behavioral Sciences

Members Absent:

Committee Support Administrator:

Nicole C. Ramirez.....Office of the Dean of Instruction

- A. **Meeting called to order at 2:05 p.m.**
- B. **Agenda Approved – September 24, 2015** (MSC: L. Adams/K. Uesugi) Made correction to wording on “reflective”. Committee Approved.
- C. **Approval of Minutes – May 28, 2015** (MSC: G. Zwart/S. Burnett) Abstained: M. Green and S. Burnett. Committee Approved.

**** Impromptu announcement from the Norco Internal Campaign committee for the Norco Derby 25th Silver Scholarship anniversary race. By giving the gift to invest in the Excellence campaign, you are truly helping our students achieve their academic dreams. Elena Santa Cruz came to our meeting to speak about the contribution drive and what you can receive with your donation. A lovely challenge coin and other levels of items are available based on the amount of your donation. You can donate directly or have it taken out through payroll deduction. The goal is to have 100% participation.**

Announcement: Dr. Fleming is now the co-chair for the Program Review committee and will be working with Dr. Gray. Thank you Dr. Dieckmeyer for all your years of service and support. Welcome Dr. Fleming!

D. Discussion Items:

- 1. Name Change.** Discussion to change the name of Program review to Unit Review. It can better allow us to convince those to do their reviews and looking it as if it is a district unit, then it would get a review. Whether it is administration, instructional, CTE, there can be a big difference between a unit and program review. Please give this some thoughts and talk about your opinion for or against it. Discussion: that we do program review by discipline and not by department. Our situation has changed and how disciplines request resources. For certificate based or degree based, we don't have a way in reporting it out, so we need to develop a process that can capture these reviews for resource requests. Dr. Gray proposed to look at specific accreditation rules and regulation standards to make sure that changing the committee name would not cause any ACCJC confusion or issues. Look at examples at other colleges and bring that information to the next meeting for additional discussion. Look at some examples to share with the committee and also look at the specific accreditation standards since they have changed to remind ourselves what the charges are in terms of being an accredited institution. We want to make sure we are complying. It's all about branding. After discussion from the committee members, this has been tabled until the next meeting for a vote.

E. Information Item:

- 1. Outstanding rubrics:** Unfortunately, we didn't get our rubrics back out to the writers before they left for the summer. Dr. Gray removed the names of the reviewers from the rubrics and changed it to reviewer 1 (highlighted yellow) & 2 (highlighted blue) and if they both agreed, then the color is green. Any questions from the writers will be addressed by Dr. Gray. In the cases for only one reviewed program review, Dr. Gray would like to receive the second reviewers and as soon as she gets them, she will send them out. In regards for comprehensive program reviews, we normally provide them a copy of the minutes or their own set of comments. Dr. Gray asked on how we would like to distribute the reviews going forward. The issues in providing the minutes, it lists who has issues and it identifies that person, plus there might be other information that wouldn't relate to the comprehensive program review that could cause confusion and not be helpful. Dr. Gray instructed Nicole Ramirez to pull out the comments /scores into a separate email and before it is sent, it goes to Dr. Gray and Dr. Fleming to have them rework it with the information necessary.
- 2. Returning of scores:** If you have not returned a score and your name is on it, please submit it as soon as possible. There are a few disciplines that need reviewers. Nicole will double check her emails to make sure she has received all the rubrics and update the program review discipline review lists.
- 3. Adjustments to the form for reflective component:** We need to have a reflective component that addresses resource requests. We have to address in the program reviews if we received resources, how did we use them and how did it impact student learning. We will need to change the forms again and need to put this component in the Annual Program Review and Comprehensive forms. We need to enter a paragraph that talks about what they got and how it helped them. If they don't do it, then they won't be eligible for the funding next year. Need to develop a simple explanation. On the program review, we should talk about what we are not doing and its impact. Note the impact of the lack of funding. Dr. Sarah Burnet and Beverly Wimer will work on Que. It was discussed that you can create an assessment in TracDat to generate a report. Dr. Zwart was asked to review and score Music program review.

F. Norco Program Review Action Items

1. Year Plan

A. Discussion item incorporation:

1. We need to figure out our program review document name.
2. Adjust the forms and rubrics. Need to be completed by December.
3. Work on our timing in returning the reviews.
4. Agree or change the date on when the program reviews will be due.
5. Revisit the data for program reviews that is tied to the forms. (ex. Retention, success, etc.)
6. How annual program review relate to comprehensive program review.
7. The data that is needed for CTE program reviews. Need to integrate it. The issues are the labor market and educational code.
8. We have to work on the reflective component of the research request so we are meeting the ACCJC requirements.
9. We need to remind ourselves of our charge.

B. Timing of reviews: We need to work better on the returning the reviews back more promptly so we can then send the comments to the authors of the program reviews with the comments.

G. Comprehensive Program Review Submissions: NONE

H. Good of the Order: Issues regarding the Program Review site where it looks like there are missing reviews when in fact those were done as Comprehensive Program reviews. Suggestion listing the year (ex. CPR_2015), but it will take you to the correct site.

Meeting adjourned at 3:31 p.m. Next regular Program Review Committee Meeting: October 22, 2015 at 2:00 p.m. until 3:30 p.m.