

**NORCO COLLEGE**  
**PROGRAM REVIEW MEETING MINUTES**  
April 21, 2016  
IT 218

**Members:**

Dr. Alexis Gray.....Social & Behavioral Sciences  
Dr. Gail Zwart.....Business, Engineering & Information Technologies  
Beverly Wimer.....Math and Science  
Dr. Sarah Burnett.....Social & Behavioral Sciences  
Kris Anderson.....Communications  
Quinton Bemiller.....Arts, Humanities, & World Languages  
Dr. Carol Farrar.....Dean of Instruction  
Dr. Tim Russell.....Social & Behavioral Sciences  
Dr. Dominique Hitchcock.....Arts, Humanities & World Languages  
Dr. Khalil Andacheh.....Social & Behavioral Sciences  
Beth Gomez.....Vice President, Business Services  
Thelma Montiel.....ASNC

**Members Absent:**

Dr. Diane Dieckmeyer.....Vice President of Academic Affairs  
Dr. Kevin Fleming.....Dean of Instruction, Career and Technical Education  
Dr. Laura Adams.....Social & Behavioral Sciences  
Dr. Greg Aycock.....Dean, Institutional Effectiveness  
Dr. Koji Uesugi.....Dean of Student Services  
Dr. Monica Green.....Vice President of Student Services  
Miriam Torres.....ASNC

**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 – April 21, 2016 (MSC: G. Zwart/T. Russell) Committee Approved.**
- C. Approval of Minutes – March 24, 2016 (MSC: G. Zwart/K. Anderson) Abstained: A/ Gray, K. Andacheh. Committee Approved.**
- D. Action Items:**

**1. Review/Approval of Committee Purpose Statement:**

**“We establish guidelines, tools, and content requirements for the Program Review process at Norco College. We review and evaluate the annual and comprehensive unit reviews to facilitate intentional self-evaluation and planning in order to support program quality, improve student success and equity, enhance teaching and learning, and connect resource allocation to strategic planning.”**

MSC: B. Wimer/T. Russell. Committee approved.

**E. Discussion Item:**

1. **Norming session:** Dr. Gray showed the committee the Program Review webpage to where you can find the reports. This committee will have both annuals and comprehensives to view. Comprehensives everyone will read and submit scores, Annual reports are assigned. We probably won't be able to read all of them due to lack of meeting time. It was suggested that we make a solo copy of the rubric for each report available online. Nicole will work on that task and have it uploaded to each webpage (Comprehensive and Instructional) so the reviewers can access them before the next committee meeting. Requested that everyone bring their scored sheet for the Comprehensive reports to the next meeting and then the committee will combine the scores for the overall score. We will be norming in using this year's template on last year's program review.
  - i. **"Groupings" of unit reviews (Continued):** The department chairs were sent an email. The topic will be tabled because we need department input.
    - **Define all the variables we need to consider (workload, data interpretation, instructional and administrative, etc.)**
    - **Draft some Guiding principles for groupings**
    - **Make recommendations to Academic Senate: We only accept or not accept program review reports.**
  - ii. **Revise the Academic Senate statement of purpose for the Program Review Committee.** This topic has been tabled. We need department input.
    - a) **Continued: The committee chair asked the department representatives to ask their department the following question: "What would you like the purpose of Program Review to be? What should program review be to be helpful and what would you like the purpose of it to be?"**

**F. Information Item:**

1. **Review draft APR reviewers (Continued):** Some revisions have been made and Nicole will update the list. Honors, accounting, philosophy was listed in the comprehensive program review and it was turned in as an annual. As the reports come in, the list will be revised and the reviewers will be assigned as necessary. We might have to sub out Laura Adams since she will be on maternity leave. We will post the reports received as we get them and notify the reviewers as soon as possible. May 20<sup>th</sup> is the due date!
2. **NAS (Continued):** The district committee isn't supportive of the district committee being disassembled. The argument is that the district program review committee isn't serving a purpose and they have not been showing consistency among the college's program review committees. We have no administrator at the district either.

3. **Total Cost of Ownership (TCO) spreadsheet.** A fifth bullet under the 'Program Review data' with a redirection hyperlink has been added to the Annual Program Review website. Please review and provide any comments or suggestions to improve the TOC to Beth Gomez.

**4. Comprehensive Program Review Submissions: NONE**

**5. Good of the Order:**

- i. Dr. Gray announced that the next meeting is going to run long since we have a lot to cover and to be prepared for that.
- ii. Beverly Wimer suggested to promote collaboration, reduce stress and asked what if the program review is changed into three documents. One document is a resource request, one document is assessment and one document is for all the other stuff. Each document has different deadline dates. The reason this idea cannot work is we didn't purchase the program review package for TracDat. We only bought the assessment part; therefore, we have to manually enter the data. Is was asked if Beth Gomez can research how much it would cost for Norco College to purchase that additional package.
- iii. **Action item:** Proposed to Academic Senate purchase of program review module for TracDat.
- iv. **Task:** Pull ACCJC requirements on Program Review, review the 1<sup>st</sup> section and after review/approval from Dr. Gray to then email the document to the committee. Then distribute that information to the committee before the next meeting.
- v. We need to identify things that are required in the program review reports per the ACCJC. What is it budget requests and what is ACCJC requirements?
- vi. Quinton BeMiller will pull program reviews from different colleges and provide that information to the committee at the next meeting.
- vii. Suggestion to send out a survey monkey on Program Review and what opinions people have and provide us suggestions on how we can be better. Beth Gomez said we should wait to send out a survey until we figure out what faculty want.

**Next Meeting: May 26, 2016**

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**PROGRAM REVIEW COMMITTEE**

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Proposed statement:

*We establish guidelines, tools, and content requirements for the Program Review process at Norco College. We review and evaluate the annual and comprehensive unit reviews to facilitate intentional self-evaluation and planning in order to support program quality, improve student success and equity, enhance teaching and learning, and connect resource allocation to strategic planning.*