

NORCO COLLEGE
PROGRAM REVIEW MEETING MINUTES
April 20 2017
IT 218

Members:

Dr. Alexis Gray..... Social & Behavioral Sciences (Co-Chair)
Dr. Kevin Fleming..... Dean of Instruction, Career and Technical Education (Co-Chair)
Beverly Wimer..... Sciences and Kinesiology
Dr. Laura Adams..... Social & Behavioral Sciences
Kris Anderson..... Communications
Quinton Bemiller..... Arts, Humanities, & World Languages
Dr. Tim Russell..... Social & Behavioral Sciences
Dr. Stephen Park..... Math
Robbie Bishara..... ASNC

Members Absent:

Dr. Diane Dieckmeyer..... Vice President of Academic Affairs
Dr. Greg Aycock..... Dean, Institutional Effectiveness
Dr. Khalil Andacheh..... Social & Behavioral Sciences
Dr. Koji Uesugi..... Dean of Student Services
Joseph DeGuzman..... Math
Beth Gomez..... Vice President, Business Services
Dr. Jason Parks..... Interim Dean of Instruction
Dr. Gail Zwart..... Business, Engineering & Information Technologies

Committee Support Administrator:

Nicole C. Brown..... Office of the Dean of Instruction * Absent

Guest: NONE

- A. Meeting called to order at 2:05 p.m.**
- B. Approval of Minutes – March 23, 2017** (MSC: K. Anderson/K. Andacheh) Committee Approved.
- C. Information Item:**
Dr. Gray informed the committee that World Languages will be moved to Annual Instructional program review and will not be submitting a comprehensive program review report this year.

Less than 50% has submitted their reports and we need to work on encouraging the disciplines 'authors' to complete their CPR or APR's on time.

When we move onto TracDat, we will be adjusting the point schedule as a method of incentive. Therefore, if it is late, points can be adjusted and can be impactful to that discipline and their requests.

The announcements on the program reviews regarding CPR's goes to the chairs and their authors. The second announcement happens before the end of the year (before winter break) and the third announcement happens before the spring break. An email to sent out to NOR-ALL or NOR-FAC to remind everyone that the program review process is beginning.

1. Norming Session Annual Instructional Program Review – Business Management/Marketing

Committee discussion and scoring of the Business Management and Marketing Program review. Overall score: 2.00 Scoring and discussions were as follows:

- 1: 2 * Needed more reflection on the data interpreted.
- 2: 2 * Did speak about the student impact.
- 3: 2
- 4: 1
- 5: 2
- 6: 3
- 7: 2 – They listed their EMP’s and reasons but not the correct goals. Should be goal 6.4. It is not professional development.

2. Norming Session Comprehensive Program Review - Geography

Committee discussion and scoring of the Geography. This was a great job for a first submission as well as to submit it before the due date was greatly appreciated. Overall score: 2.44 Scoring and discussions were as follows:

- 1: 3
- 2: 1
- 3: 3
- 4: 2
- 5: 2.5 * The reasoning is not well defined.
- 6: 2
- 7: 3
- 8: 3

D. Action Item: NONE

2. Discussion:

- i. **Assign readers to Program Review for submissions on 4/20/17**

Nicole will send an email with the assignments along with the rubrics for the APR and CPR. Program reviews should come on 4/20, so we can fix any issues at that point.

F. Good of the Order: NONE

Next Meeting: May 25, 2017

Program Review Committee Statement of Purpose

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.