

NORCO COLLEGE
PROGRAM REVIEW MEETING MINUTES
December 7, 2017
IT 218

Members:

Dr. Alexis Gray..... Social & Behavioral Sciences (Co-Chair)
Dr. Kevin Fleming..... Dean of Instruction, Career and Technical Education (Co-Chair)
Dr. Greg Aycock.....Dean, Institutional Effectiveness
Joseph DeGuzman.....Math
Stephen ParkMath
Dr. Laura Adams..... Social & Behavioral Sciences
Dr. Khalil Andacheh.....Social & Behavioral Sciences
Dr. Tim Russell..... Social & Behavioral Sciences
Kris Anderson..... Communications
Quinton Bemiller..... Arts, Humanities, & World Languages
Beverly Wimer..... Sciences and Kinesiology

Members Absent:

Dr. Samuel LeeInterim Vice President of Academic Affairs
Jim Reeves.....Interim Vice President, Business Services
Dr. Monica Green Vice President, Student Services
Dr. Jason Parks.....Interim Dean of Instruction
Dr. Dominique HitchcockArts, Humanities, & World Languages
Dr. Gail Zwart.....Business, Engineering & Information Technologies
Jennifer VasquezASNC

Committee Support Administrator:

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

Guest: NONE

- A. **Approval of Agenda – December 07, 2017** MSC: G. Aycock/K. Andacheh
Committee Approved.
- B. **Approval of Minutes – November 9, 2017** MSC: K. Fleming/ Q. Bemiller
Committee Approved.
- C. **Action Item:**
 - 1. **Administrative Program Review rubrics - Dr. Aycock/Dr. Fleming** Discussion over the rubric and allowing the N/A on the assessment sections. If they don't have a previous assessment, the reviewer should be allowed to choose N/A ONLY if they are a **new unit for question #3**. Removing the N/A box for Q4. For Q5 rework the questions. Change headers for each Q5 section from "Some Attempt: 1 of 3 are true, Good Attempt: 2 of 3 are true, Outstanding Attempt: 3 of 3 are true" to now read "Some Attempt: 2 of 4 are true, Good Attempt: 2 of 4 are true, Outstanding Attempt: 4 of 4 are true". Also last question is split into two questions. So "The resource requested is properly linked to the EMP and the connection is explained", is now going to read "The resource requested is properly linked to the EMP. The linked EMP connection is explained."

Question: Do we look at their previous Program Review in assessment to see if they are really commenting on last year's Program Review?

Answer: For this first round, the committee will trust the author and just review the one document but the following year the data will be prepopulated and the reviewer can see what was listed in the prior year to see the changes.

**** The revised form was approved with the edits MSC: L. Adams/ K. Anderson.**

D. Discussion Items:

1. District Program Review Best Practices Document

Our Program Review committee has been tasked to create a 'Best Practices Recommendations: document that is applicable across all three colleges. The document that Dr. Gray created doesn't describes each college's processes, but the thought behind of the process. The document provided to the committee are what we have in common. The District program review committee received Riverside and Moreno Valley College processes and they are vastly different. The RCC document doesn't really talk about Best Practices but just explains who does what. Moreno Valley College that Dr. Quinn authored outlines what the program review committee is responsible for doing and is the most useful as the Best Practices document.

E: Information Item:

- 1. TracDat Update:** We are aiming for a February 15th rollout. Will update the old form to prepare. Dr. Gray reported positive feedback that the progress is moving on target. Nicole's job will change on the program review data gathering aspect. It will be more efficient and include new responsibilities. Power Bi license made a great difference. Thank you Dr. Aycock for that! Power Bi takes the spreadsheet/pivot table and automates it into a more user friendly format. Dr. Fleming will be sending out an email to NOR-ALL the link to the previous templates/rubrics, when the data will be available, training dates and a possible training event on FLEX day February 9th.

F. Good of the Order:

1. Dr. Gray spoke about who will be the next chair for this committee and announced that she is creating a 'succession manual' based on a three year cycle that will be helpful for the new chair on the requirements for this position.
2. Program Review Camp is March 2nd from 9 am to 12pm.
3. February 9th, 2018 FLEX introduction speaking.

Next Meeting: March 22, 2018 * February 22, 2018 was cancelled*

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.