

NORCO COLLEGE
PROGRAM REVIEW MEETING MINUTES
March 22, 2018
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
Jim Reeves.....Interim Vice President, Business Services
Joseph DeGuzman.....Math
Stephen ParkMath
Dr. Laura Adams..... Social & Behavioral Sciences
Dr. Tim Russell..... Social & Behavioral Sciences
Kris Anderson..... Communications
Quinton Bemiller..... Arts, Humanities, & World Languages
Dr. Gail Zwart.....Business, Engineering & Information Technologies

Members Absent:

Dr. Samuel LeeInterim Vice President of Academic Affairs
Dr. Khalil Andacheh.....Social & Behavioral Sciences
Dr. Monica Green Vice President, Student Services
Dr. Jason Parks.....Dean of Instruction
Dr. Dominique HitchcockArts, Humanities, & World Languages
Beverly Wimer..... Sciences and Kinesiology
Jennifer VasquezASNC

Committee Support Administrator:

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

Guest: NONE

- A. **Approval of Agenda – March 22, 2018** MSC: K. Anderson/Q. BeMiller
Committee Approved.
- B. **Approval of Minutes – December 7, 2017** MSC: G. Aycock/ J. DeGuzman
Committee Approved.

C. Action Item:

- 1. **Deadline date vote for resource requests:** April 20th is the soft due date and the true hard date is May 1st that applies to the entire college. Any program reviews or resource requests that are submitted after that date will not be included in the resource request lists for ranking in 2018-2019 Administration Program review template is not correct and that is delaying those who were wanting to work on it. The system applies a timestamp on each submission so they can be sorted. The unit can add to their program review report after the due date, but those additions will not be considered in the ranking. Only the items that were entered prior to the close of the submission due date. Nicole will create an assignment list for Dr. Gray to verify before sending out.

Motion: Because of difficulties of the new system, for this year only, to push the April 20th Program Review due date to May 1st and their resource request will be pulled the following day on May 2nd. MSC: K. Fleming/ G. Zwart * Approved*

** Dr. Gray will send out the NOR-ALL notice on the new due date.

** Kevin will follow up with the president's office to make sure this new date is noted on the agenda for the Committee of the Whole meeting.

D. Discussion Items:

1. **Workload scheduling for the upcoming program review reads:** We are now going to be reading the entire college's worth of program review at the same time. Normally we do this in thirds during the year, so we will be tripling our workload, plus these reports are comprehensive and they tend to have more reading content. Nicole will be creating the assignment list and every program review report needs to be assigned a full-time faculty, and either a classified, student or administrators to the reports. Non-tenured faculty (Dr. Adams & Dr. Russell) will not be assigned to any administrative program reviews, but will get extra student services. No one will be reading their discipline or area.

E. Information Item:

1. **Program Review Camp:** This camp was a stunning SUCCESS! So many people came. Not a lot of administrative services showed up, but they were having their own training session. Dr. Gray made a training video and Dr. Fleming is in the process of creating a short tutorial video also.
2. **Nuventive Update:** Authentication issues between the programs sometimes causes the break between each platform. This time, SharePoint and Nuventive connection bridge broke. Dr. Gray is having at least one to two meetings a week to fix glitches. If you come across any issues, please contact Dr. Gray immediately. Some people are asking about how they can generated a report, and this year it is being done for them. So please pass along that information to your department.
3. **Communication to units:** Dr. Fleming asked the representative in this committee to please send an email to their department to communicate on what is going on with the new date and the resource request cut-off so that no one is unaware.
4. **Committee members to provide technical assistance.** Please contact any one of us for questions.

- F. Good of the Order:** The entire committee thanked Dr. Gray for her tireless efforts in this committee and appreciated all her hard work as well as the delicious cupcakes.

Next Meeting: April 26, 2018

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.