

Norco College
PROGRAM REVIEW MEETING MINUTES
April 25, 2019
IT 218

Members:

Dr. Alexis Gray.....Social & Behavioral Sciences (Co-Chair)
Dr. Greg Aycock.....Dean of Institutional Effectiveness
Dr. Samuel Lee.....Vice President, Academic Affairs
Dr. Laura Adams..... Social & Behavioral Sciences
Dr. Khalil Andecheh..... Social & Behavioral Sciences
Dr. Tim Russell..... Social & Behavioral Sciences
Kris Anderson.....Communications
Stephen Park.....Math
Joseph DeGuzman.....Math
Damien Saelak.....ASNC

Members Absent:

Dr. Marshall Fulbright.....Dean of Instruction (Co-Chair)
Nicole C. Brown.....Office of Academic Affairs
Dr. Gail Zwart.....Business, Engineering, & Information Technologies
Dr. Jason Parks.....Dean of Instruction
Dr. Michael Collins.....Vice President, Business Services
Quinton Bemiller.....Arts, Humanities, & World Languages
Beverly Wimer.....Sciences & Kinesiology

- A. Approval of Agenda – April 25, 2019 MSC:** L. Adams/J. DeGuzman
Minutes amended, agenda Information Item F3 (Resource Allocations
Process from Program Review) moved and becomes Discussion Item E2.
*Committee Approved.
- B. Approval of Minutes – March 28, 2019 MSC:** L. Adams/J. DeGuzman, Dr.
Gray and Dr. Lee stated that Discussion Item D1 and Information Item E1 in
the minutes needed editing, *committee approved the minutes with proposed
edits.
- C. Action Item:**
1. None
- D. Discussion Items:**
1. **New data collection software needs identification:** Dr. Gray explained
that we are currently searching for new data “collection software” for
Program Review and Assessment. It is not clear what that software will
look like at this time. She requested that the committee consider what
needs to be amended, discarded, or added from previous iterations of
Program Review. Dr. Gray requested the that the committee assist in
identifying what questions we want to ask the authors in Program Review,
is something not being asked that needs to be asked? Are we capturing
everything that we need to capture? Dr. Adams mentioned that
recommendations are needed for what Business Services and Student

Services need to capture in their Program Reviews, to aid in this process. Dr. Gray requested that committee members as their departments for input on what needs to be asked in Program Review.

2. **Resource Allocations process from Program Review:** Dr. Lee drafted and distributed a draft Program Review Process to committee members in attendance. During the discussion, he asked about the make up of the committee, and requested that the committee chair state what defined the constituency of the committee. Dr. Gray stated that it would be ideal if there were at least one representative from each academic department. Currently there is no representation from CTE, and Science and the Arts, Humanities, & World Languages (AHWL) departments are underrepresented on the committee. It would also be useful to have a staff representative on the committee to extend its reach. Pages three and four of the draft document addressed the Resource Allocation Process. Dr. Lee reviewed this process, explaining that the office of Academic Affairs would collect every resource request. The ISPC would prioritize budget requests, and decisions would be informed by the rankings of Program Review resource requests compiled by each department. To assist in doing this it was suggested that a resource request workbook be created on SharePoint.

E. Information Items:

1. **2019 Program Review Annual Updates Report:** Dr. Gray stated that all who wanted to update their Program Review have done so.
2. **Survey of Committee Effectiveness**, was TABLED.

F. Good of the Order: NONE

Next Meeting: May 23, 2019 in IT 218 from 12:50 pm to 1:50 pm.

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.