

Norco College
PROGRAM REVIEW MEETING MINUTES
May 23, 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
Nicole C. Brown.....Office of Academic Affairs
Dr. Marshall Fulbright.....Dean of Instruction (Co-Chair)
Dr. Laura Adams..... Social & Behavioral Sciences
Dr. Khalil Andecheh..... Social & Behavioral Sciences
Dr. Tim Russell..... Social & Behavioral Sciences
Kris Anderson.....Communications
Joseph DeGuzman.....Math

Members Absent:

Dr. Gail Zwart.....Business, Engineering, & Information Technologies
Dr. Jason Parks.....Dean of Instruction
Stephen Park.....Math
Dr. Michael Collins.....Vice President, Business Services
Beverly Wimer.....Sciences & Kinesiology
Damien Saelak.....ASNC

A. Approval of Agenda – May 23, 2019 MSC: G. Aycock/ K. Andecheh
*Committee Approved.

B. Approval of Minutes – April 25, 2019 MSC: K. Anderson/T. Russell. *
Committee approved.

C. Action Item:

1. Committee dates ratification MSC: L. Adams/ G. Aycock * Approved

D. Discussion Items:

1. Reports from departments:

Communications: K. Anderson mentioned they haven't spoken about prioritization at the last department meeting and suggested to bring the program review questions up at the fall department meeting to make sure the right questions are reflected in the program review. Need to look at how it is part of our own planning process.

Math: No conversation on program review right now.

Dr. Aycock stated that Program Review at the district level is getting more attention and Program Review is part of Dr. Mill's oversight.

E. Information Items:

- 1. Survey of Committee Effectiveness:** Dr. Gray went over the results and notated improvements in various sections.
Q7 * Do you regularly communicate with the members of the constituent group you represent regarding key items discussed and actions taken during committee meetings? received a 29% 'No' response, so do we need to rephrase this question?
Q8 – This committee needs to be more than a resource allocation.
Q9 – Improve the survey question response options.
We need a wider support of representation of all departments. Need to review committee charge/membership schedule and place in the governance of structure model.
- 2. Progress reports on ranking:** SBS is done.
- 3. New Co-Chair:** It was announced that Dr. Lee will be the new administrative co-chair to expand his role in the new 19/20 academic year and Dr. Fulbright will no longer be an active member. Dr. Greg Aycock will also have an expanded role in the 19/20 academic year. The Program Review committee website will be updated to reflect the change along with working on addressing issues quickly as well as work on a more strategic plan to move/grow forward. We currently have an integrated process of Program Review with assessment. Suggestion of having two committees with the same co-chairs and maybe a tri-chair? We need to look at the 2010/2021 workload cycles and increasing reassign time during high-volume work years for faculty. There is too much work in this committee for one faculty person to carry and suggestion to have a two faculty co-chair and one administrative co-chair was well received by the committee members. We still need a faculty co-chair.
- 4. Program Review Committee:** The website has been updated with the new member list for the 19/20 academic year, meeting dates and contact information. If you see an error or have a suggestion, please email Nicole Brown.

2019	2020
09/26/19	02/27/20
10/24/19	03/26/20
11/21/19	04/23/20
DEC. NO MTG.	05/28/20

- F. Good of the Order:** Dr. Lee stated that the Nuventive contract will not be renewed.

Next Meeting: September 26, 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.