

Norco College
PROGRAM REVIEW MEETING MINUTES
March 3, 2020
IT 218

Members:

Dr. Alexis Gray.....Social & Behavioral Sciences (Co-chair)
Dr. Samuel Lee.....Vice President, Academic Affairs (Co-chair)
Nicole C. Brown.....Office of Academic Affairs
Dr. Greg Aycock.....Dean of Institutional Effectiveness
Dr. Jason Parks..... Dean of Instruction
Dr. Laura Adams..... Social & Behavioral Sciences
Dr. Tim Russell..... Social & Behavioral Sciences
Dr. Khalil Andacheh..... Social & Behavioral Sciences
Kris Anderson.....Communications
Farshid Mirzaei Business, Engineering, Informational Technology
Dr. Chris Lugo..... Sciences & Kinesiology – Adjunct
Starlene Justice Sciences & Kinesiology
Jose M. Sentmanat Arts, Humanities & World Languages
Araceli Covarrubias Arts, Humanities & World Languages
Caitlin Welch Office of Institutional Effectiveness
Rudy CastellanosASNC
Tharek Phounsawt.....ASNC

Members Absent:

Dr. Kaneesha Tarrant Vice President of Student Services
Joseph DeGuzman.....Math
Stephen Park.....Math
Beverly Wimer..... Sciences & Kinesiology
Dr. Michael Collins.....Vice President, Business Services

Guest:

Steve Marshall Facilities
Evelyn Lord ACCJC team members visit *S2b
Leticia Barajai ACCJC team members visit *S2b

A. Approval of Agenda – March 3, 2020 MSC: K. Anderson/ K. Andacheh *Committee Approved. 10 -Yeas, 0= Nays.

B. Approval of Minutes – November 21, 2019 MSC: T. Russell/ K. Anderson * Committee approved. 10-Yeas, 0= Nays. 1 abstained.

C. Action Item:

- 1. Recommend to ISPC Approval of Program Review Processes 2019-2020** Dr. Lee went over the documents in detail on the simplified annual process. Recommendations are open or to approve as is. A rubric must work across the board and Dr. Parks with assist with Dr. Gray on developing that to bring to the next meeting to vote on. Motion to amend to table this item. MSC: K. Anderson/ L.

Adams * **HOLD**

<https://www.norcocollege.edu/committees/prc/Documents/Program-Review-Process-2019-2020-02-25-2020-NC.pdf>

D. Discussion Items:

- 1. Comprehensive College Plan Process:** Dr. Lee discussed that the Chancellor has asked us to define what is a 'Comprehensive College' and to propose a plan. We drafted a plan and we pulled from Program Review and planning all long-standing strategic needs for institutional resource requests. Dr. Lee is open to receive an ideas to help move this forward to finalize the draft. The draft was received well from the Chancellor on our direction and aligned it with districts plan to access to success and equity.

EMP & FMP (TCO- total cost of ownership) Need to think about program review place in this process.

Adding to Program Review on the programs that are not yet created but forecasting future programs.

- 2. Revised Form for Resource Requests:** Dr. Gray went over the fields online and the updates to the resource requests. Annual update 3030 is revised and the TCO was removed. Dr. Gray was concerned it wasn't updated or people were fixated on the items and not what is needed for the year. Dr. Gray will be updating the form. Dr. Aycock commented that he would eventually like to see what data affects assessment. Dr. Gray and Dr. Lee said that Nuventive is being reworked to reflect a better outline.
- 3. Nuventive Improve Update and Requests:** Dr. Gray has been attending more meetings with Nuventive to improve our forms and reports. Student services will be joining the call on March 23rd.
- 4. Listing Program Reviews on one Website:** Dr. Lee would like to merge them into all in one and will be working on the links with Lenny Riley.

E. Information Items: March 26th and April 23rd meetings were canceled.

F. Good of the Order:

The ACCJC guests asked questions on the Program Review process and Dr. Gray explained it in detail with examples. The ACCJC guest commented on how well run and organized our committee is and appreciated our efforts.

Next Meeting: May 28, 2020 online ZOOM 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 program review and annual update 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.