



Norco Program Review Committee Draft Minutes

September 24, Year 12:50 - 1:50 pm Zoom

Present: Laura Adams, Greg Aycock (co-chair) Araceli Covarrubias, Joseph Deguzman, Alexis Gray (co-chair), Ashlee Johnson, Starlene Justice, Samuel Lee, Christopher A. Lugo, Farshid Mirzaei, Tim Russell, Jose Sentmanat, Kaneesha Tarrant, and Caitlin Welch.

Absent: Michael Collins, Steven Park and Jason Parks

Guests: Steve Marshall

Call to order: 12:54pm

Action Items:

Approval of Agenda:

Motion to approve Agenda – Laura Adams, second by Tim Russell, 0 abstentions.
Approved.

Approval of Minutes:

Motion to approve May 3rd, 2020 minutes – Laura Adams, second by Ashlee Johnson, 1 abstention.
Approved – with corrections

Committee Membership

Steve Marshall will attend as a guest. Remove Steven Park from the committee membership. If a committee member is not actively participating, the member can be removed from the committee membership. The list will be forwarded to Academic Senate.

Discussion Items:

Strategic Planning and Governance Manual-Where Program Review Fits In

Program Review can be found in Chapter 10 of the Strategic Planning and Governance Manual (SPGM). The committee is asked to read through the SPGM, especially the areas that pertain to Program Review and bring back any suggestions to the committee.

Please note that in Draft 2 of the SPGM specific dates will be removed and replaced with a general timeline (e.g. 2018-2021 will be replaced with three-year cycle). Currently, Draft 1 contains the previous Program Review template prompts. These prompts will be replaced with the new prompts aligning to the Educational Master Plan (EMP) Goals.

Review Educational Master Plan Alignments

A discussion about which EMP objectives Program Review Committee leads the implication of. Currently, in the SPGM the Program Review Committee is assigned to:

- Objective 8.2- Develop integrated planning processes that include all planning, accreditation self-study, resource allocation, and alignment with district and statewide plans based on the college mission and plans.
- Objective 8.4- Develop, evaluate, and monitor our governance, decision- making, and resource allocation processes on the basis of the college mission and plans.

The scope of the committee related to resource allocation is to make sure the connection is made between resource allocation and the college mission. We do not allocate funds; this may be a misconception by some of our peers. We make sure the correct information is available on the program reviews for those who do allocate the funds.

We are involved in many of the objectives but these two are the ones we are being assigned to lead. We review the EMP goals when we are reviewing the program reviews. We will be checking to make sure the EMP goals have been meet.

Review Educational Master Plan Prompts

A discussion on how to prompt goals 1-8. We will start on goal 9 at the next meeting.

- Instead of trying to figure out how to make the prompts match the EMP goals, it was decided to make the EMP goals the Prompts.
 - The approach will not be applicable for everyone and some important components are missing.
 - Need to make sure we are integrated with assessment.
- Prompt plan is to list each EMP Goal and have 4 questions
 - Question 1- Does this apply? If the answer is no, move on to the next prompt. If yes, idea is to list the objectives and explain.
 - Question 2- How are you assessing how you are meeting this goal? (not exact question)
 - Question 3 - What forms of assessment have you used to show you are meeting this goal? (not exact question)
 - Question 4- What resources do you need or what resources have you already received that helped you meet this goal? (not exact question)
- Good examples of Goals that should be easy to align to (meet) in program reviews.
 - Goal 1- (Access) Expand college access by increasing both headcount and FTES.
 - Goal 2- (Success) Implement Guided Pathways framework.
 - Goal 3 -(Equity) Close all student equity gaps.
- Goal 4- (Professional Development) Implement Professional Development around Guided Path- ways and equity framework; foster a culture of ongoing improvement.
 - Harder for disciplines to align with, disciplines do not complete professional development but individuals with in them do. Discussion about how disciplines can match this goal.
- Goal 5 - (Workforce and Economic Development) Reduce working poverty and the skills gap

- Good example of a goal that would not be applicable for all. Suggestion that this is a good goal for CTE areas to show alignment. Suggestion that if disciplines are sharing information about careers in any systematic way, alignment can be shown
 - Example- teaching how to code in Statistics because the jobs that involve coding pay more.
- Goal 6 - (Community Partnerships) Pursue, develop, & sustain collaborative partnerships
 - Good example of a goal that would not be applicable for all. Suggestion to give disciplines the opportunity to show a connection with the community
 - Example- Teaching in the Prison Education Program or giving a speech at community event such as a Mental Health Symposium.
- Goal 7 - (Programs) Become the regional college of choice by offering a comprehensive range of programs that prepare students for the future and meet employer workforce needs.
 - Good example of a goal that would not be applicable for all. Suggestion that this is a good goal for CTE areas to show alignment.
- Goal 8 - (Effectiveness, Planning, and Governance) Develop institutional effectiveness and integrated planning systems and governance structures to support ongoing development and continuous improvement as we become a comprehensive college.
 - This is where SLO and PLO assessment can be addressed, disciplines can note active participation in assessment.
 - A discipline does not make a decision; it is the people within the discipline that participate in the shared governance process. Suggestion that participation in shared governance within the disciplines can be shared here.
 - Questions- What's the goal of the program review process? Does this help with the overall effectiveness of the program? How does participating in shared governance effect the overall progress of a program?
 - Suggestion that showing involvement in shared governance can show commitment to continuous improvement.
 - Is this a question that needs to be adjusted, how it is asked? Need to think about this prompt.
 - Is this where disaggregated data would be used? Suggestion that Goal 3 might be a better place to use disaggregated data.
- Suggestion to give examples of how instructional programs can link to these goals and also give an option to say not applicable. Looking into the ability to have pop- up examples and data available in the new Nuventive platform.
- Request for suggestions on how assessment data can be tied into program review.
- Request for committee members to think about your own program: Are we missing asking something that would be of importance in the prompts?

Information Items:

Nuventive Update

- We have resumed meetings with Nuventive starting the second week of October.
- Shared the current [Program Review Data Dashboards](#) that are available on the Institutional Effectiveness Website
- Would like suggestions of what kind of data and dashboards will be meaningful to include in the new Nuventive platform.

- Suggestion to think of your program as a pathway, what data would be useful/ meaningful? Suggestions of first year English and Math completion, persistence, Guided Pathways Metrics, etc.?
- Is efficiency data useful? Suggestion it may not be the most meaningful metric to look at while reviewing a program. Most people don't even know how to use it and faculty don't have control over it.
- We will be working through fall and winter to develop the new template and get it into Nuventive. Hope/need to have it up and running by spring.

Future Meetings:

October 22

November 19

Good of the Order: 1:52pm

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.