



Program Review Committee Minutes for October 28, 2021

2:30- 3:45pm
Zoom

Meeting Participants

Committee Members Present

Laura Adams, Greg Aycock (co-chair) Araceli Covarrubias, Dominique Hitchcock, Caroline Hutchings, Ashlee Johnson, Starlene Justice, Tim Russell (co-chair), Kaneesha Tarrant, and Caitlin Welch.

Committee Members Not Present

Michael Collins, Joseph Deguzman, Jason Parks, Paul VanHulle and Jose Vela

Guests

Tricia Hodawanus

Recorder

Charise Allingham

1. Call to Order

- 2:38 pm

2. Action Items

2.1 Approval of Agenda

- MSC (Araceli Covarrubias /Dominique Hitchcock)

2.1 Conclusion

- Approved by Consensus

2.2 Approval of September 23, 2021 Minutes

- MSC (Starlene Justice /Araceli Covarrubias)

2.2 Conclusion

- Approved by Consensus

3. Discussion Item

3.1 Program Review Efficacy Sub-group

Committee was asked to decide to keep two sub-groups or combined into one. The committee decided to keep two sub-groups:

Proposed Equity & Training Subgroup

- Devise a means to integrate equity into program review by adding questions to platform that can be used for professional development opportunities. Plan trainings

on topics including but not limited to: How to use data to support resource requests and planning, What the program review should be, and how to complete program review in the Nuventive Platform.

Proposed Program Review Efficacy Subgroup (Integration to Planning)

- Develop ways to make program review and Nuventive platform more meaningful for unit and institutional planning. Compile a list of strategies that would improve the meaningfulness, in general, of Program Review at Norco College.

Subgroup members have the freedom to change the purpose statements.

Subgroups will provide a report of suggestions at the May meeting.

Request to add Equity questions that were requested last year, added before the end of the semester if possible, in Nuventive.

Suggestion that Equity questions should not be scored but used to support professional development-information piece. Suggestion to send out the Equity questions in a form or survey annually.

Discussion on how to move forward with adding/ including the Equity Questions (questions attached to minutes).

3.1 Follow-up Items

3.1 Task of

3.1 Due by

send out email to sub-group members	Charise	ASAP
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3.2 Annual Update

Detailed Annual Resource Request and Prioritization Process was shared with the Committee (attached to minutes).

Discussion on whether the committee should score Annual Updates if the evidence for resource requests are updated.

Request to provide trainings on how to complete/ update program reviews.

- Suggestion to hold open office hours or workshops.

Discussion on the possibility of making the annual updates mandatory.

3.2 Conclusion

- The committee decided to only score an annual update if requested by the author but not as a practice.

3.3 Program Review Charter

The draft Program Review Charter was shared with the committee (attached).

The Charter will be sent out to the committee by email for an e-vote.

Areas that edits were suggested include:

- Scope and Deliverables
 - Suggestion to add training.
 - Suggestion to add sub-groups purpose and deliverables including the development of Equity section.
- Membership
 - Suggestion to make all members voting members as long as the majority (quorum) are faculty.

3.3 Follow-up Items	Task of	Due by
Send out edited Charter for e-vote	Co-chairs	ASAP

4. Information Items

4.1 Instructions for Council Prioritization Scoring (Resource Requests)

The Program Review Co-chairs were asked to provide some instructions to help the Councils complete the prioritization process of the resource requests. Instructions are attached to the minutes. Next year the Councils will need to select a rubric and hold a norming session.

- Will the Program Review Committee help the Councils create and norm their own rubrics? Yes, the committee will support the Councils. The Councils have the freedom to create their own rubrics.
- Request for training going forward to help the Councils create the rubrics and hold norming sessions.
 - Suggestion that trainings are held at College Council because all Council Co-chairs are present at the meetings.

5. Good of the Order

- Reminder to Complete the Faculty and Classified Professional HOTEPE Equity survey. The Student HOTEPE Equity survey will be going out in the next couple of weeks because the District currently has a Modality Survey out to students.
- Suggestion to stay in contact as a committee via email.
- Registration information for the professional development opportunity 'Steps for SLO Implementation – Program Review and Resource Allocation Requests'.

6. Future Agenda Topics

- Request to update Program review time-line to 5 years in order to align with Strategic Plan
- Equity in Accreditation and Program Review.

7. Adjournment

- 3:51 pm

Next Meeting

Date: February 24, 2021

2:30 pm- 3:45 pm

Location: TBD