Program Review Committee
Minutes for March 24, 2022

2:30- 3:45pm

Zoom

Meeting Participants

Committee Members Present

Laura Adams, Greg Aycock (co-chair) Michael Collins, Araceli Covarrubias, Joseph Deguzman, Vivian Harris, Dominique Hitchcock, Caroline Hutchings, Ashlee Johnson, Starlene Justice, Tim Russell (co-chair), Paul VanHulle, Gil Vela, Caitlin Welch, and Roman Zuniga (ASNC).

Committee Members Not Present

Michael Collins, Jason Parks, and Kaneesha Tarrant

Guests

Eric Doucette, Tricia Hodawanus, and Quinton Bemiller

Recorder

Charise Allingham

1. Call to Order
- 2:33 pm
- Welcome Roman Zuniga the committee's new ASNC Representative

2. Action Items

2.1 Approval of Agenda
- MSC (Vivian Harris/ Starlene Justice)

2.1 Conclusion
- Approved by consensus

2.2 Approval of February 24, 2022, Minutes
- MSC (Laura Adams/Ashlee Johnson)

2.2 Conclusion
- Approved by consensus

2.3 Approval of Program Review Charter
- MSC (Starlene Justice /Laura Adams)

Updates:
  - o Added Objective 8.4 back to the Charge.
  - o Remove video conferencing option

o   Add Librarian to the membership

2.3   Conclusion

- Approved by consensus as amended

2.3 Corrections	2.3 Task of	2.3 Due by
Make corrections to charter	Charise	ASAP
Forward Charter to Academic Senate	Co-chairs	Next AS meeting

3. Discussion Item

3.1   Budget Priorities

The Resource Allocation cycle was shared with the committee; budget priorities are updated in February/ March of the year.

- The draft 2022-2023 Budget Priorities was shared with the committee (Attached).

- Concern that if budget priorities are drastically changed within the three years, it may not align with the comprehensive program review. This may conflict with resource requests that have not been funded when the budget priorities change.

  o   Are budget priorities used when resource requests are prioritized?

  ▪   Yes, at the executive cabinet level.

- Should Budget Priorities stay static for the three years of the program review?

  o   Concern that if they are static, it could slow change and cause a loss of flexibility.

  o   Currently, resource requests are aligned with the EMP goals.

Discussion about resource requests and the lack of communication on funding.

- Questions and concerns about Faculty Professional Development:

  o   How do we fund individuals who want to attend conferences to stay up to date in their field? Resource Requests have been made in program reviews.

  o   Concern that there are no funds for Professional Development? Who do we request funds from? Suggestion to go to your Dean of Instruction first to request.

  o   Suggestion to add a section to Program Review devoted to Professional Development and Equity to strengthen the case of a need for a budget to address these areas.

    ▪   Suggested to be addressed during the annual update.

  o   Suggestion to add a field in Nuventive to indicate if a resource request is time-sensitive (example- request for funding to attend a conference).

  o   Suggestion to separate 'Professional Development' from Resource type 'BUDGET: Request Ongoing Funding (Professional Development, Department or Program Support, Outreach, Marketing) within Nuventive to easily pull all Professional Development Resource Request if needed to be forwarded for funding or prioritization.

- New to the platform, Program Review authors will be able to check the funding status of Resource Requests.

- Funding status's have been received from the VPs and are currently being updated, please be patient updating is a manual process.
- Question-With the current FTES decreases, what data should be used for resource requests? Can we use prior pandemic years' data? Suggestion to use outcomes that are not volume such as success and retention. Reach out to the IE office for assistance with data.
  - Program Review Dashboards are currently being updated to include 2021 data.

3.1 Conclusion

- The committee decided no recommendation should be made to keep Budget Priorities static for three years.

3.1 Follow-up Items	3.1 Task of	3.1 Due by
Create a quick guide on how to check the funding status of a resource request	Charise	After Annual Update closes
Co-chairs meet with the DOIs to discuss process	Co-chairs	ASAP

4. Information Items

4.1 Equity &Training and Efficacy Sub-groups Update

- No updates –
  - Please note any recommendations that impact the Nuventive platform will need to be made (as soon as possible) by Fall 2022 to be implemented by the next comprehensive PR.

4.2 Annual Update

- Annual update is due Friday, April 22nd.

  4.2.a Drop in-Hour April 19th 12:50-1:50pm [Registration Link](#)

5. Good of the Order

- Please complete the Survey of Effectiveness, discussions will take place at the next meeting.
- Should we survey feedback from users about the Program Review process?
- Request to send out an email to the sub-group members.
- Send any book requests to Vivian Harris to update the college collection.
- 6th Annual Celebrate Books & Libraries is on April 5th, 12:50-1:50 at Library in-person and on [Zoom](#).

6. Future Agenda Topics

- Equity in Accreditation and Program Review

7. Adjournment

- 3:49 pm

Next Meeting

Date: April 28, 2021
2:30 pm- 3:45 pm

Location: TBD

NORCO COLLEGE

Charter for Program Review Committee
2021-2022

This Charter is established between the Program Review Committee and the Academic Senate to structure the process and planned outcomes included herein during the one-year period of the 2021-2022 academic year.

Purpose
The Program Review Committee establishes guidelines, tools, and content requirements for the Program Review process at Norco College. The committee will review and evaluate the Program Review and Annual Update 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.

Charge
The Program Review Committee is primarily responsible for assessing and coordinating the listed Educational Master Planning objectives below: 2030 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. • 2025 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. • 2025 Objective 8.4 Develop, evaluate, and monitor our governance, decision-making, and resource allocation processes on the basis of the college mission and plans.

Guiding Principles and Assumptions
The Norco Program Review Committee A. The Program Review Committee is a standing committee of the Academic Senate. B. The Program Review Coordinator will serve as the faculty co-chair. C. The Program Review Committee will review and accept the Norco College Program Reviews and the Annual Updates and forward them to the District for posting to the web. The information from these Program Reviews will then be forwarded to and integrated into the College's Strategic Planning Processes.

Guiding Principles and Assumptions

Accreditation Standards guiding the Program Review Committee:

- I.B.4
- I.B.5
- I.B.7
- I.B.9

Equity

As part of the Program Review process, each discipline and/or unit at the college will look at disaggregated data to identify if any student subgroups are showing equity gaps. The discipline/unit planning and resource allocation requests should take into consideration these data and ameliorating gaps in achievement and learning.

Scope & Expected Deliverables

Specific deliverables for the 2021-22 academic year are:

- Establish two subgroups of the Program Review Committee to recommend changes to the program review process and platform that will result in increased meaningfulness and equity mindedness for the college community.
- Work with Nuventive to establish an effective annual update process within the platform
- Provide training as needed to support the needs of those completing program reviews
- Oversee a process for units/programs/disciplines to submit annual updates, directly contributing to, and supporting, an institutional resource allocation process

As a standing committee of the Academic Senate, this committee is subject to the Brown Act (SPGM, p.71) and should keep/post agendas and minutes accordingly.

Membership

The Program Review Committee will be ideally comprised of faculty members that are representative of the department structure and or schools.

- Faculty Chair
  - Member of Assessment Committee
  - Member of Governance and Institutional Effectiveness Council
  - Attend Academic Senate to report on Program Review Committee
- Administrative Chair (Dean of Institutional Effectiveness)
  - Member of Assessment Committee
  - Member of Governance and Institutional Effectiveness Council
- Faculty Committee Members – At least 1 faculty member from each department and/or school. One of the faculty should represent CTE programs, one faculty should represent the Library/LRC and one faculty should be a counselor.

Membership

- Vice President Student Services
- Vice President Business Services
- Dean of Instruction
- Institutional Effectiveness Representative
- Student Representative

All members of the Program Review Committee including co-chairs are allowed to vote as long as a majority (quorum) of faculty are present at any specific meeting.

Meeting Time/Pattern

The Program Review Committee meets monthly on the fourth Thursday from 2:30 pm -3:45 pm during the Fall and Spring semesters. Contact the Co-Chairs to place an item on a future agenda.

Roles of Chairs and Members

The Chair/Co-Chair(s) are accountable to the Academic Senate to ensure continuity of dialogue between governance tiers. Co-Chairs are responsible for preparing agenda and facilitating meetings of the Program Review Committee based on best practices and guidelines for effective facilitation.

Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the Program Review Committee that can help to achieve the Program Review Committee's charter deliverables. Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of the Program Review Committee. While representing the perspectives of the constituency group to which they belong members are expected to engage in effective dialogue with Program Review Committee peers with the intention of finding consensus on all issues that come before the Program Review Committee.

Meeting Procedures and Expectations

The Chair(s), and members of the Program Review Committee will adhere to meeting and governance best practices as follows:

Meeting agendas are issued in advance of meeting times. Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required, and problem solving to move the work of the group forward. Either minutes or notes are taken to record the groups' progress OR a final summary report is to be submitted/posted.

Members endeavor to:

- appropriately prepare for meetings based on the meeting agenda.
- arrive promptly and stay for the duration of entire meetings.

Meeting Procedures and Expectations

- participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations and, where appropriate, distinguish between constituency versus college-wide perspectives.
- welcome all ideas, interests and objectives that are within the scope of the charter.
- actively listen to engage in respectful and constructive dialogue.
- work with a spirit of cooperation and compromise leading to authentic collaboration.
- move forward once a consensus-based decision has been made.
- continue to progress with the members who are present at each meeting.
- follow through on tasks that are committed to outside of scheduled meetings.

2022-2023 Norco College Budget Priorities

In compliance with all regulations and laws, and alignment with Norco College's strategic plan goals of Student, Regional, and College Transformation, the College will primarily focus its resource allocation on the following strategic objectives.

The 2021-2022 academic year ~~was fundamentally~~ continued to be impacted by COVID-19 restrictions that resulted in a loss of approximately ~~12.8~~ 28.08% of our full-time equivalent students (a disproportionately high number of which are historically underserved students) since 2019-2020. The 2023-2024 academic year is expected to be the last "hold harmless" year, after which the College will need to enroll the same number of students as our previous three-year rolling average (or risk having our base FTES reset to a significantly lower level). As such, the below budget priorities reflect our goal to efficiently and equitably restore headcount (access) and enrollment to the 7366 credit FTES range. ~~The 2021-2022 year will also be marked by a large influx of state and federal one-time funds to be used as direct student aid as well as COVID-19 mitigation and institutional restoration. These one-time funds are restricted but may qualify to be used to achieve some of the priorities listed below.~~ In alignment with our ten-year Educational Master Plan goals, College Council recommends the following budget priorities:

Student Transformation
- Restore headcount and maximize efficient FTES generation to meet established targets and provide access. We must be mindful of budgetary impacts, and emergency condition provisions ending, after the 2024-2025 hold-harmless period and prioritize outreach to potential students and enrollments.
- Scale Guided Pathways framework to support students we currently serve, addressing basic needs and insecurities, as well as our FTES goals.
- Continue to close student equity gaps.
- Implement employee professional development in alignment with our Quality Focus Essay (e.g. Leading from the Middle, equity-mindedness, and guided pathways).

Regional Transformation
- Continue to reduce working poverty and the skills gap.
- Pursue, develop, and sustain collaborative partnerships. Focus on relationships and growing our reputation within the community.

College Transformation
- Invest strategically to offer a comprehensive range of programs. Emphasize short-term and noncredit certificates.
- Support integrated planning, effective governance, continuous improvement.
- Strategic investment in college personnel to sustain an excellent workplace culture.
- Develop/improve physical facilities to build a comprehensive and inspiring campus.
- Implement technology-enhanced operational systems.
- Strategic investments to increase resource capacity and revenue generating projects.

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