NORCO COLLEGE

Program Review Committee
Minutes for April 28, 2022

2:30- 3:45pm
Zoom

Meeting Participants

Committee Members Present

Greg Aycock (co-chair), Araceli Covarrubias, Joseph Deguzman, Vivian Harris, Caroline Hutchings, Ashlee Johnson, Starlene Justice, Tim Russell (co-chair), Gil Vela, Caitlin Welch, and Roman Zuniga (ASNC).

Committee Members Not Present

Laura Adams, Michael Collins, Dominique Hitchcock, Jason Parks, Kaneesha Tarrant, and Paul VanHulle.

Guests

Tricia Hodawanus, and Eric Doucette.

Recorder

Charise Allingham

1. Call to Order

- 2:34 pm

2. Action Items

2.1 Approval of Agenda

- MSC (Starlene Justice/ Joseph Deguzman)

2.1 Conclusion

- Approved by consensus

2.2 Approval of March 24, 2022 Minutes

- MSC (Vivian Harris/Ashlee Johnson)

2.2 Conclusion

- Approved by consensus

2.2 Corrections	2.2 Task of	2.2 Due by
Add Eric Doucette to guests	Charise	ASAP

3. Discussion Item

3.1 Report of Effectiveness

A change in the evaluation process now includes a report of effectiveness. Before committees were only responsible for having a discussion on the survey.

3.1.a Survey Discussion

Eight members, half of the committee responded.
A few new questions and a choice of 'does not apply' have been added to the survey.
Overall all areas had a majority of agreement.
Survey questions that had responses of "Disagree" or "Strongly Disagree" included:

- Members are given adequate information to make informed recommendations or decisions.
- All members are encouraged to be actively involved.
    - Suggestion: this might be in relation to the process/procedure of Program Review and not the committees' involvement.
    - Members don't always feel that they have to be more involved, are here to learn.
- I regularly communicate with members of the constituent group I represent regarding key issues discussed and actions taken during meetings
    - This doesn't necessarily reflect on the committee; it may be a personal choice. When there are multiple committee members from a department, only one may represent in department meetings.
    - Suggestion: the question could have been misinterpreted.
- The charge is understood by the members.
- Members work toward fulfilling the charge.
- The work of this governance entity has made an impact on its assigned EMP Goals or KPIs
- The purpose of the governance entity aligns well with the college's mission
- Overall, I am satisfied with this governance entity's performance

Comments from the survey:

- 'There is a disconnect between the committee goals and how they are used by the college.'
- 'This committee is working fantastically under new leadership. An ongoing issue from the past several years is the need to begin working on the next program review process immediately after the previous one is completed. Our time and ability to make those changes is slipping away more quickly than we realize. We want to make sure units have adequate time work with the form/process and make the process meaningful for their needs.'
    - Please note: Focus of one of the workgroups is to make the process meaningful.

3.1   Conclusion

Co-chairs take the survey responses seriously and will work to improve the responses by addressing the areas that have a disagreement.

- Co-chairs ask for members to reach out and email them if they have any suggestions or concerns.
- Comment: Dr. Russell is doing a great job leading the committee.
- Suggestion to have the program review co-chair give a short report to the APC committee to help with communication.

3.1.a EMP Goal Progress Discussion

Next year the committee will need to discuss how the committee progressed on the EMP goals that we are responsible for. Please stay observant for how the committee and/or your department is making progress to impact the assigned goals.

3.1.b Charter Scope and Deliverables

Next year the committee will report on progress in completing our deliverables.

3.1   Conclusion

- No Report is due this year because most standing committees of the Academic Senate are just having their Charters approved. The committee will need to only discuss the survey of effectiveness this year and next year will need to prepare a summary report on the EMP goal progress and Charter scope and deliverables to submit to the Academic Senate for recommendations.

4. Information Items

4.1   Annual Update

The annual Update was due on Friday, April 22nd, 2022, the platform stayed open until Monday morning to provide a short grace period.

- A total of 9 annual updates were submitted. Because of the limitations of Nuventive more updates may have been completed but not submitted. Charise will have a better idea of the total once she pulls the Resource Requests.

4.2   Leading from the Middle

A PPT was presented by members of LFM. PPT attached to the minutes.
The goal is to make practice equitable in real-time. LFM is a sub-group of the Assessment committee to ensure the work continues after the LFM team concludes.
LFM needs feedback from the committee.
Comment: Great project! Appreciated the distinction between the Program Review data and the Disaggregated Outcome data this project will provide
Questions:
Are we trying to fix something that K-12 couldn't fix?
Demographics? – Whatever students are currently reporting when they apply.
Is a N/A an option when students identify demographic categories? Yes.

4.3   Equity & Training and Efficacy Sub-groups Update

No reports

5. Good of the Order

- What is the correct avenue for committees to request funding? Should committees be submitting a program review? Suggestion to work with the senate or the deans of instruction.

- The Library is still accepting book orders, send a wish list for all books you wish we had in the library- for students, faculty, professional development, etc. Please submit by May 20th. Please send an email to Vivian- include the author, date, and edition.

- Please send an email to co-chairs if you have any suggestions for future agenda items.

6. Future Agenda Topics

- Program Review for Committees?

7. Adjournment

- 3:45 pm

Next Meeting

May 26, 2022

Report of Effectiveness

Program Review Committee 2022

Survey Discussion

- Program Review Committee Survey of Effectiveness results

EMP Goal Progress Discussion

▶ 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 8.1 Make program, student, and effectiveness (including assessment) data available, usable, and clear so critical data is visible in real time.

  ▶ 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.

Charter Scope and Deliverables

▶ Specific deliverables for the 2021-22 academic year are (AS has extended all charters through 2022-23):

  ▶ 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

Q 1: Which governance entity are you evaluating today using this survey?

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Q 2: Please rate your level of agreement with the following statements for the governance entity selected above:

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	DOES NOT APPLY	TOTAL
Agenda and minutes are provided far enough in advance of meetings	75.00% 6	25.00% 2	0.00% 0	0.00% 0	0.00% 0	8
Agenda items are completed within the meeting time	62.50% 5	37.50% 3	0.00% 0	0.00% 0	0.00% 0	8
Members are given adequate information to make informed recommendations or decisions	37.50% 3	50.00% 4	12.50% 1	0.00% 0	0.00% 0	8
All members are encouraged to be actively involved	50.00% 4	37.50% 3	0.00% 0	12.50% 1	0.00% 0	8
Discussions are collegial	71.43% 5	28.57% 2	0.00% 0	0.00% 0	0.00% 0	7
Differing opinions are respected	62.50% 5	37.50% 3	0.00% 0	0.00% 0	0.00% 0	8
Participation is meaningful and important to me	50.00% 4	50.00% 4	0.00% 0	0.00% 0	0.00% 0	8
I regularly communicate with members of the constituent group I represent regarding key issues discussed and actions taken during meetings	25.00% 2	25.00% 2	37.50% 3	0.00% 0	12.50% 1	8

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	DOES NOT APPLY	TOTAL
The charge is understood by the members	37.50% 3	50.00% 4	12.50% 1	0.00% 0	0.00% 0	8
Members work toward fulfilling the charge	37.50% 3	50.00% 4	12.50% 1	0.00% 0	0.00% 0	8
The work of this governance entity has made an impact on its assigned EMP Goals or KPIs	12.50% 1	50.00% 4	25.00% 2	0.00% 0	12.50% 1	8
The purpose of the governance entity aligns well with the college mission	37.50% 3	50.00% 4	12.50% 1	0.00% 0	0.00% 0	8
Overall I am satisfied with this governance entity's performance	37.50% 3	50.00% 4	12.50% 1	0.00% 0	0.00% 0	8

Q 3: Is there something that you would recommend to help the committee function more effectively?

There is a disconnect between the committee goals and how they are used by the college.

This committee is working fantastically under new leadership. An ongoing issue from the past several years is the need to begin working on the next program review process immediately after the previous one is completed. Our time and ability to make those changes is slipping away more quickly than we realize. We want to make sure units have adequate time work with the form/process and make the process meaningful for their needs.

LFM TEAM UPDATE

DR. DOMINIQUE HITCHCOCK

DR. HAYLEY ASHBY

ASHLEE JOHNSON

LISA MARTIN

TOREN WALLACE

CHARISE ALLINGHAM

NORCO COLLEGE

1ST LFM ACADEMY CONVENING

Thursday, February 24th-Saturday, February 26th

- Presented Elevator Speech
- Developed Common Understanding of Equity at Norco
  - Defined Equity Terms
  - Equity Journey Map
- Utilized Planning Tools and Presented
  - Ecosystem Map
  - Stakeholder Map
  - Logic Model

- Built Relationships
  - Within Our Team
  - With Other Teams
- Take-a-ways
  - We have a diverse, dedicated team with valuable strengths, expertise, perspectives, and historical knowledge.
  - We have 'our work cut out for us'.
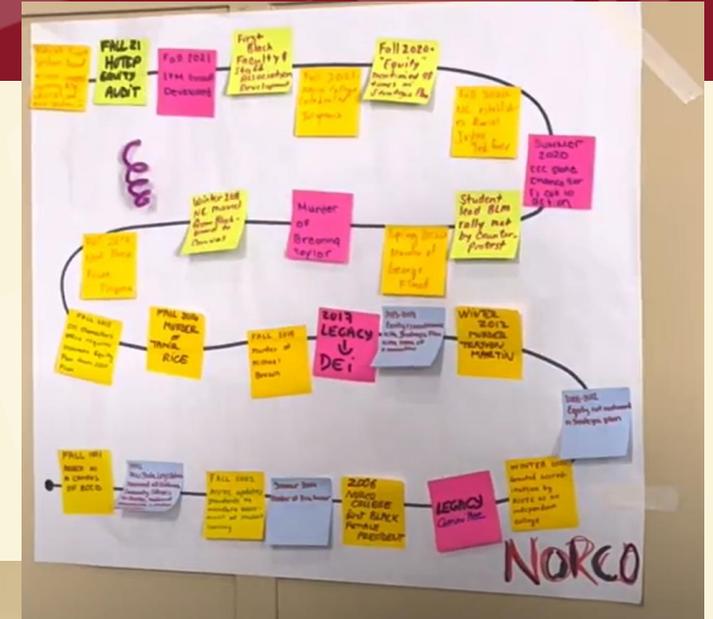
OUR WHY:

Our current assessment process is failing students by neglecting to consider disaggregated student learning data.

OUR WHAT:

Develop a process to assess SLOs using Canvas Gradebook and integrate Canvas and Nuventive.

OUR HOW:

To use data disaggregated by equity groups as the cornerstone of student learning assessment to close equity gaps and support decision-making at the College.

OUR CALL TO ACTION:

Commit to recognizing and addressing racial inequities and contribute to a change of culture at all levels of the institution.

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WHERE WE ARE

Goal: Institutionalize a practice of using student learning outcome (SLO) and service area outcome (SAO) disaggregated data to support pedagogy, improvement, decisions, resource allocation, and continuous improvement.

Where we are:

- Pre-Pilot: LFM Team members assess in Canvas and develop a standard rubric

- Training: Working with district Interim Dean of Distance Education to obtain formal Canvas Outcomes training from Instructor for LFM team and NAC members

- Research: Coordination with Nuventive to answer questions and check on Security Certificate status

- Outreach: Reaching out to Mt. SAC for information on their integration of Canvas/Nuventive

- Communication: LFM Team members will present to college committees in April

Anticipated Needs:

- Budget to pay special project in Summer 2022 to train small cohort of Faculty to participate in Fall 2022 Pilot Study.