NORCO COLLEGE

Program Review Committee
Minutes for November 30, 2023
2:30- 3:45 pm
Operations Center (OC) 116

Meeting Participants

Committee Members Present

Greg Aycock (co-chair), Svetlana Borissova, Caitlin Busso, Rosalio Cedillo, Araceli Covarrubias, Joseph DeGuzman, Ashlee Johnson, Starlene Justice, Timothy Mount, Lindsay Owens, and Tim Russell (co-chair). Quorum: 6

Committee Members Not Present

Quinton Bemiller, Kaneesha Tarrant, Paul VanHulle and Dana White.

Guest

Recorder

Charise Allingham

1. Call to Order

- 2:30 pm

1.1 Comments

Last meeting of the semester.

2. Action Items

2.1 Approval of Agenda

- MSC (Ashlee Johnson/ Starlene Justice)

2.1 Conclusion

- Approved by consensus.

2.2 Approval of October 26, 2023, Minutes

- MSC (Starlene Justice/ Joseph Deguzman)

2.2 Conclusion

- Approved by consensus with corrections to attendance.

3. Discussion Item

3.1 Guiding Principles for Feedback

- Co-chairs drafted guiding principles for reviewing program reviews. Some areas, such as data review, only apply to instructional and student services units.

- Want to provide some guiding principles for the authors while writing the program reviews. This can also be used to draft a rubric or feedback template/ form for use when reviewing the final program reviews.
- Scores/ Grades don't have a clear use and haven't been used in the past for prioritization of resource requests.
- Equity section- should provide some guiding principles but this area will not be scored or graded. Suggestion to provide a list of already provided Equity trainings if available.
- The only resource request available all year is faculty professional development because the faculty professional development committee is reviewing and filling the request all year long.
- Suggestion to change the title to 'Best Practices' to help guide authors while filling out their program review.
- Best practices for the Assessment section were not included in the document because this area is under the purview of the Assessment committee.
- Guiding principle/ best practices edited and agreed upon by the committee to be shared in the Nuventive platform to help guide authors while completing program review.

3.2 Program Review Process

The updated draft was shared and discussed. Revisited all the changes that were made during the last meeting. (see 10/26/2023 minutes).
- Suggestion to clarify that the sample rubric is only a sample and is not required to be used by the councils.
- Documenting this has made the process more transparent.
- Assessment is moving to look at current data with Canvas and Program Review looks back at the last three years in the data review section. Should this be clarified?
- Some small edits were addressed.
- The committee was asked to share with departments for feedback.
- This will be an action item at the first meeting in the Spring and forwarded to IEGC and Academic Senate.

3.3 Program Review Workshops

- Two Program Review workshops have already taken place.
  - During these workshops, issues with Nuventive have been identified and we have found some issues the authors were running into that could be addressed early.
- Workshop topics
  - Faculty request workshop in collaboration with APC.
  - New sections to program review -mapping and new goals structure
- Spring Flex topic suggestions
  - How to start with a breakout session for questions and assistance.

4. Information Items

4.1   Program Review Platform

- Program Review Platform was opened to Authors on November 15th, 2023. An email was sent to Nor-all. A link to the platform can be found on the program review (PR)committee webpage.

- Do program reviews need to be approved by departments or disciplines?
    - Disciplines and departments should be communicating so all the responsibility to complete the PR doesn't fall on only one person.

- Please reach out to co-chairs and Charise if you run into any issues with the platform so we can get the issue addressed and fixed as soon as possible.

5. Good of the Order
- Have a wonderful winter; thank you for all your work this semester.

6. Future Agenda Topics
- Program Review Process- Action item

- Feedback norming session

7. Adjournment
- 3:38 pm

Next Meeting

Date: February 22, 2023