



**Program Review Committee
Minutes for November 20, 2025**

2:30- 3:45 pm

Operations Center (OC) 116

Meeting Participants (13 members, Quorum: 5)

Committee Members Present

Hayley Ashby (co-chair), Quinton Bemiller, Svetlana Borissova, Rosalio Cedillo, Araceli Covarrubias, Vivian Harris, Lindsay Owens, Tim Russell (co-chair), Maile Takahashi (ASNC Rep), and Dana White.

Committee Members Not Present

Ashlee Johnson, Starlene Justice, and Daniela McCarson.

Guest

Laura Adams

Recorder

Charise Allingham

1. Call to Order

- 2:35 pm
- No comments from the public

2. Action Items

2.1 Approval of Agenda

- MSC (Rosalio Cedillo/Lindsay Owens)

2.1 Conclusion

- Approved by consensus.

2.2 Approval of October 23, Minutes

- MSC (Lindsay Owens/Lana Borissova)

2.2 Conclusion

- Approved by consensus.

2.3 Implement Checklist for Annual Update

- MSC (Dana White/Lindsay Owens)
- The committee was asked to vote on approving the implementation of a checklist for the annual update, which will function as a guidance document.
- The checklist is currently aligned with the current structure of Program Review in Nuventive.
- These are living documents that can be revised as needed going forward.

2.3 Conclusion

- Approved by consensus.

3. Discussion Item

3.1 Program Review Cycle

The committee discussed shifting from a 3-year to a 5-year program review cycle to align with the 5-year strategic plan, with plans to present this proposal to the Academic Senate and various stakeholders in the spring.

- The committee has been providing updates to the academic senate that include the committee's discussion on moving to a 5-year cycle, which will help because it won't be a surprise when it comes forward for approval.
- The committee was encouraged to start having conversations with their areas and bring back any concerns or comments.

3.2 Program Review Evaluation

The committee reviewed the evaluation plan, which will be completed in Spring '26, with updates and revisions implemented in the summer, and a final review and implementation in Fall '26.

Guiding questions and resources for the planned sections will be sent to the committee in advance of each meeting, with a reminder sent out the week of the meetings in the spring.

- Expectation to complete the review prior to the meeting, allowing for productive discussions during the meeting.
- This is an opportunity to change and amend this process to better align with the needs of the college.
- Discussed the need to evaluate the type of data needed to complete the data review section and to be included in the dashboard/reports.
- The committee was encouraged to focus on content over structure when reviewing.

4. Information Items

4.1 APC Faculty Request Form Workgroup

The workgroup will review and rebuild the faculty request form, currently hosted in Nuventive.

- Tim is serving as the program review representative on the workgroup and will update the committee.
- One area they expect to update is the data required to complete the form, as well as the data requested to be provided before filling out the form.

4.2 Faculty Impact Survey

The committee was asked to complete the Faculty Impact Survey and encourage others to do so.

The committee was also asked to complete the tutoring survey sent out by NC faculty and encourage students to complete the tutoring survey that was emailed and texted this week. The survey will be used to improve tutoring services and is part of the standard-of-care initiative.

5. Good of the Order

- Have a wonderful holiday break!

6. Future Agenda Topics

- Data Needs for Program Review

7. Adjournment

- 3:01 pm

Next Meeting

Date: February 26, 2025

Instructional Annual Update Checklist

- Data Review:
 - Note any significant change in success, retention, completion rates, Program completion, and enrollment, if any.
- Goal Updates:
 - Address any updates to Program Goals.
 - This includes closing goals, or creating new goals (as necessary)
- Curriculum Check:
 - Check to see that all courses have been updated within the last four years.
 - If any are out of date, discuss the timeline to update curriculum that is outside of the four years.
- Assessment Check:
 - Make any relevant updates, new observations, or “close the loop” to program Assessments (These updates can be made within the Assessment portion of the Nuventive Platform).
- Make any updates to the Equity Section
 - Add detail on recent equity-related professional development, if any
- Make any updates to the Credit for Prior Learning (CPL) section
 - Add details for CPL section
- Complete resource requests
 - Enter new resource requests for this Program Review cycle.
- Complete New Faculty resource request, if applicable
- Complete the Program Review Reflections section with any feedback on how to improve the process or platform to make the program review process more meaningful.
- Don't forget to submit and select 'Yes' under Submission to confirm all sections of your annual update have been reviewed and updated if needed.

Draft Administrative Annual Update Checklist

- Goal Updates:
 - Address any updates to Program Goals.
 - This includes closing goals or creating new goals (as necessary)
- Information/Publications:
 - Discuss any new publications or published information that require regular updates for your area. If any information has had a significant change, please explain.
- Assessment Check:
 - Make any relevant updates, make sure to document your progress and upload your assessment data to address your responsible EMP goals and objectives.
 - Provide a summary of progress and reflection on your progress towards your EMP Goals and Objectives.
- Make any updates to the Equity Section
 - Add details on recent equity-related professional development activities or identified needs.
- Complete resource requests for newly identified items, staff, or budget.
 - Enter new resource requests for this Program Review cycle.
 - Provide updates for prior resource requests. Cancel any items that are no longer needed and add evidence to support prior resource requests.
- Complete New Faculty resource requests if needed.
- Complete the Program Review Reflections section with any feedback on how to improve the process or platform to make the program review process more meaningful.
- Don't forget to submit and select 'Yes' under Submission to confirm all sections of your annual update have been reviewed and updated if needed.

Student Services Annual Update Checklist

- Data Review:
 - Note any significant change in how your program compares to the college, if any.
- Goal Updates:
 - Address any updates to Program Goals.
 - This includes closing goals or creating new goals (as necessary).
- Information/Publications:
 - Discuss any new publications or published information that require regular updates for your area. If any information has had a significant change, please explain.
- Assessment Check:
 - Make any relevant updates, make sure to document your progress, and upload your assessment data for your continuous improvement goals.
 - Provide a summary of progress and reflection on your progress towards your continuous improvement goals.
- Make any updates to the Equity Section
 - Add details on recent equity-related professional development activities or identified needs.
- Complete resource requests for newly identified items, staff, or budget.
 - Enter new resource requests for this Program Review cycle.
 - Provide updates for prior resource requests. Cancel any items that are no longer needed and add evidence to support prior resource requests.
- Complete New Faculty resource requests if needed.
- Complete the Program Review Reflections section with any feedback on how to improve the process or platform to make the program review process more meaningful.
- Don't forget to submit and select 'Yes' under Submission to confirm all sections of your annual update have been reviewed and updated if needed.

Program Review Evaluation Proposal

Background:

The program review process is fundamental to institutional effectiveness and continuous improvement at Norco College. Aligned with ACCJC Accreditation Standards, program review is a systematic, evidence-based method for evaluating the quality and effectiveness of academic programs, learning support services, student services, and administrative departments.

Program review operationalizes the college's mission by promoting reflection, equity-minded inquiry, and the regular enhancement of programs and services in support of student success. Program review serves as a key link between institutional planning and resource allocation, ensuring that decisions about staffing, budget, and facilities are informed by data and aligned with student success.

The program review process reinforces governance and accountability by embedding program review results into decision-making structures and institutional planning cycles. Our current program review process is designed to align program and area goals with college goals and priorities; however, the current three-year program review cycle does not line up with the five-year strategic planning cycle. The completion of the Strategic Plan and Governance Manual 2025–2030 presents an opportunity to enhance coherence across institutional planning and program review cycles.

Purpose:

The purpose of this evaluation is to evaluate how well our program review process promotes institutional effectiveness by facilitating reflection and planning to inform the continuous improvement of academic programs, learning support services, student services, and administrative departments. Moving from a mindset of compliance to commitment we want the program review process to be meaningful, efficient, and easy to complete.

Objectives:

- **Alignment:** Ensure the cycle and content align more closely with the college's priorities, strategic planning, and equity goals while meeting the requirements of the ACCJC Accreditation Standards.
- **Usefulness:** Make the process a more effective tool for continuous improvement, planning, and decision-making.
- **Streamlining:** Find ways to make the process easier to follow, remove unnecessary steps, and refine language to make expectations clearer.

Timeline:

2025-2026

Spring 2026: Review, evaluate, and identify areas for improvement and potential new areas for development.

Meeting	February 26, 2026	March 26, 2026	April 23, 2026	May 28, 2026
Areas to review	Program/Unit Goals Equity	Data Review Reflections/Submission	Program Review: Curriculum Program Review: Information/Publication	Resource Requests Mapping
Resources	CTE	Data Needs		

Areas that need to be reviewed in conjunction with other groups/committees:

- Faculty Professional Development: Work with FPDC to review and make any necessary updates to the form.
- Faculty Hiring Resource Requests: Collaborate with APC to update the form and consider incorporating other useful data to inform faculty hiring decisions.
- Assessment Review: Request the Assessment Committee review and update the assessment section of program review before the comprehensive is opened in November 2026.
- Credit for Prior Learning: Work with the Credit for Prior Learning Coordinator to identify any necessary updates or changes.

2026-2027

Summer 2026: Implement changes and prepare the program review platform for review and implementation in Fall 2026. Develop the Fall FLEX program review presentation.

Fall 2026:

Meeting	September 2026 TBD	October 2026 TBD	November 2026 TBD
Agendize	Review: Updated Process & Content	Approve: Updated Process Plan: Communication, Training & Resources	Finalize: Communication, Training & Resources
Resources	TBD	TBD	TBD

Fall 2026: Proposed Comprehensive Program Review period is November 30th, 2026 - March 31st, 2027.