



## **Program Review Committee Minutes for February 26, 2026**

2:30- 3:45 pm

Operations Center (OC) 116

**Meeting Participants (13 members, Quorum: 6)**

### **Committee Members Present**

Laura Adams, Hayley Ashby (co-chair), Quinton Bemiller, Svetlana Borissova, Rosalio Cedillo, Araceli Covarrubias, Vivian Harris, Starlene Justice, Lindsay Owens, and Tim Russell (co-chair).

### **Committee Members Not Present**

Ashlee Johnson, Daniela McCarson, and Dana White.

### **Guest**

Noel Evangelista- ASNC rep.

### **Recorder**

Charise Allingham

## **1. Call to Order**

- 2:30 pm

## **2. Action Items**

### **2.1 Approval of Agenda**

- MSC (Starlene Justice / Vivian Harris)

### **2.1 Conclusion**

- Approved by consensus.

### **2.2 Approval of November 20, 2025 Minutes**

- MSC (Lindsay Owens / Starlene Justice)

### **2.2 Conclusion**

- Approved by consensus.

## **3. Discussion Item**

### **3.1 Evaluation Expectations and Overview**

In the Fall semester, the committee decided to evaluate the program review process and how it promotes our institutional effectiveness by ensuring it is meaningful, useful, action-oriented, guides planning, and streamlines the process overall.

- This is the first time, as a committee, we have done a full evaluation of the process.
- Participating in this evaluation will enhance our expertise and understanding across all sections of the program review.

## 3.2 Program Review Evaluation Areas for Review

### 3.2 Program/Unit Goals

The committee reviewed the Program Review Evaluation Checklist for the Program Unit Goals section, which was sent to the committee beforehand for completion, and discussed areas for improvement.

#### Goal Clarity & Focus

Suggestions for improvement:

- Provide specific directions in the template to guide goal development.
- Add help text clarifying goal descriptions.
- Develop a goal-writing worksheet to support creation of clear, specific, actionable goals.
- Provide guidance on how to make goals measurable.
- Add videos to walk through goal development worksheets.
- Clarify whether goals should be developed after reviewing data.
- Distinguish between short-term and long-term goals.
- Add a timeframe field to clarify goal duration.
- Clarify benchmarks (example: measurable targets such as 70% ZTC courses).
- Improve clarity to avoid ambiguity in goal language.

#### Mission & Strategic Alignment

Suggestions for improvement:

- Add Mission, Vision, Values, and Goals as embedded resources with help text.
- Clarify whether institutional goals should guide goal creation from the start.
- Improve prompting to better connect goals to strategic planning.
- Avoid adding unnecessary workload while strengthening alignment clarity.
- Strategic alignment should support ACCJC standards and integrated planning.

#### Equity-Minded Design

Suggestion for improvement:

- Equity is implied but not clearly articulated.
- Add help text and directions with questions to guide completion.
- Whether goal is equity-focused
  - How equity is addressed
  - Add categorization option (equity goal, growth goal, etc.).
- Encourage the use of disaggregated data.
- Provide resources that clearly state institutional equity priorities (Equity Plan).

#### Reflection - Planning

Suggestion for improvement:

- Current questions support reflection but need clarification.

- Support both short-term and multi-year goals and longitudinal planning (especially if moving to a 5-year cycle).
- Maybe goals should be time bound, for example, have a clear life span or start date / end date.
- Evidence options are not clear; provide some kind of guidance on what kinds of evidence can be used and are useful in measuring and providing progress.
- Suggestion to celebrate the successes from previous program reviews in the form of an event or other communication ahead of opening the comprehensive review to help clarify 'why' we conduct program reviews and their value.

## Evidence & Measurement

### Suggestions for improvement:

- Evidence options are not clear; provide some kind of guidance on what kinds of evidence can be used and are useful in measuring and providing progress.
- Add help text explaining evidence expectations.
- Allow and encourage the use of both internal and external data as valid evidence.
- Support goals without direct statistical metrics (ZTC use).
- Encourage use of disaggregated data.
- Provide examples and guidance on the uses of qualitative vs. quantitative measures.
- Emphasize analyzing data rather than listing numbers.
- Restructure progress/evidence section to be more intuitive, add evidence field back to the goal tab to be included with the initial goal, and with progress.

## Resource Alignment

### Suggested improvements:

- Resource request section needs to be clearer, more visible, and directly connected to goals.
- Provide guidance to clarify how resource requests support measurable outcomes, continuous improvement.

## Usability & Streamlining

### Suggested improvements:

- Add help text but avoid overwhelming users.
- Take into consideration that too many resources can create confusion.
- Scaffold or tier resources, for example, provide help text that guides users to resources in Nuventive, then use the resources to refer to other materials that would be helpful.
- Include videos as a option for instructions as those have been helpful in the past.
- Reorder prompts to improve logical flow.
- Treat it like an assignment. Provide a clear purpose, clear instructions and clear expectations.
- Provide professional development (First Friday training).

- Goal to improve overall clarity and user experience.
- Ensure language promotes improvement rather than compliance.

#### Overall Assessment

Effective but needs revision.

- Suggestion to consider developing training/professional development or non-credit courses in Canvas to provide guidance, offer examples, host training, etc.
- Broader representation needed in committee membership to ensure evaluation considers all areas of the college, suggest recruiting new members from CTE, counseling, and classified professionals.

### 3.2 Equity

The committee reviewed the Program Review Evaluation Checklist for the Equity section, which was sent to the committee beforehand for completion, and discussed areas for improvement.

- After reviewing the checklist, the committee decided to consider removing the Equity section. Currently, it functions as a reflection on professional development.
- This area is no longer effective; it would be more beneficial to be more intentional about asking about Equity throughout all sections of the program review similar to how the Guided Pathways Framework integrates equity into all pillars, Vision 2030 includes “with equity” into the goals, and ACCJC infuses equity throughout all Standards.
- This area served its purpose, but we have since evolved in how we think about equity as integrated into everything we do, especially with so much available professional development with an equity-focused approach.

Motion to add 5 minutes to the meeting (Lindsay Owens/ Rosalio Cedillo)

- Approved by Consensus

### 3.3 Program Review Cycle Area Feedback

No feedback provided.

## 4. Information Items

### 4.1 Program Review Annual Update Due March 13<sup>th</sup>, 2026

- Please remind areas of the annual update deadline and that this is the last year in the current cycle.

### 4.2 Program Review Retreat

- Introduced the possibility of a program review retreat in late spring or early summer to bring everyone together to finalize the evaluation, planning, and training development.

## 5. Good of the Order

## 6. Future Agenda Topics

- APC Faculty Request Form Workgroup Update
- Accept 2026 Annual Updates
- Review and Update Charter

## 7. Adjournment

- 3:50 pm

### Next Meeting

Date: March 26, 2026

DRAFT

## **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.

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

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

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

## Program Review Evaluation Checklist

### Equity Section

The following questions are designed to guide the Program Review Committee in the evaluation of the Program Unit Goals section of the Program Review in Nuventive.

Reviewer Name: \_\_\_\_\_

Review Date: \_\_\_\_\_

Meeting Date: February 26, 2026

### Goal Clarity & Focus

- The template guides users to write clear, specific, and actionable responses

Comments:

### Equity-Minded Design

- The template frames equity as an ongoing, reflective practice rather than a compliance task.
- The prompts encourage an equity-minded perspective focused on systems, practices, and supports.

Comments:

### Alignment & Intent

- The template clearly aligns with college equity priorities and strategic planning goals.
- The prompts encourage connection between unit-level equity work and institutional improvement efforts.
- The structure supports alignment with ACCJC expectations related to equity and effectiveness.

Comments:

### Integration with Planning and Resources

- The template supports connections between equity reflection and planning or goal setting.
- The structure allows equity reflections to inform resource requests when applicable.

The prompts reinforce equity as part of institutional decision-making.

Comments:

### **Usability & Streamlining**

Prompts are clear, specific, and easy to understand

Language promotes improvement over compliance

Prompts are logically ordered and non-redundant

Comments:

### **Overall Assessment**

Strong – No revisions needed

Effective – Minor refinements recommended

Needs Revision – Structural changes needed

Not Effective – Significant redesign recommended

### **Reviewer Reflection:**

What one change would most improve the usefulness of this Equity section template?

## Program Review Evaluation Checklist

### Program Unit Goals Section

The following questions are designed to guide the Program Review Committee in the evaluation of the Program Unit Goals section of the Program Review in Nuventive.

Reviewer Name: \_\_\_\_\_

Review Date: \_\_\_\_\_

Meeting Date: February 26, 2026

#### Goal Clarity & Focus

The template guides users to write clear, specific, and actionable goals

Comments:

#### Mission & Strategic Alignment

The template prompts alignment with the College Mission, Vision, and Core Commitments

Alignment with the strategic plan (i.e., college goals, objectives, and KPIs) is encouraged

Comments:

#### Equity-Minded Design

The template encourages intentional consideration of equity

Equity is integrated into the goal structure

Comments:

#### Reflection → Planning

Current practices are clearly distinguished from future plans

Prompts encourage progress reflection, not activity reporting

Multi-year planning is supported

The structure supports improvement over time

Comments:

### **Evidence & Measurement**

- Progress measurement is clearly prompted
- Activities, outcomes, and evidence reporting is encouraged
- Disaggregated data use is supported
- Both quantitative and qualitative evidence are acknowledged

Comments:

### **Resource Alignment**

- Goals, evidence, and resource needs are clearly linked

Comments:

### **Usability & Streamlining**

- Prompts are clear, specific, and easy to understand
- Language promotes improvement over compliance
- Prompts are logically ordered and non-redundant

Comments:

### **Overall Assessment**

- Strong – No revisions needed
- Effective – Minor refinements recommended
- Needs Revision – Structural changes needed
- Not Effective – Significant redesign recommended

### **Reviewer Reflection:**

What one change would most improve this Program Unit Goals section?