



Charter for Program Review Committee

2023-2025

This Charter is established between the Program Review Committee and the Academic Senate to structure the process and planned outcomes included herein during the two-year period of the 2023-2025 academic years.

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.

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 post to the Program Review website. 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:

- 1.4. The institution's mission directs resource allocation, innovation, and continuous quality improvement through ongoing systematic planning and evaluation of programs and services.
- 1.5. The institution regularly communicates progress toward achieving its mission and goals with internal and external stakeholders in order to promote understanding of institutional strengths, priorities, and areas for continued improvement.

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.

As part of the Program Review Process, each discipline and /or unit of the college will review and reflect on the equity-related professional development/ trainings members have participated in, implemented techniques, and identified a need for.

Scope & Expected Deliverables

Specific deliverables for the 2023-25 academic years are:

- Implement and support the comprehensive program review submission.
- Update and implement a standardized Program Review Rubric.
- Review and update the Program Review Process for 2024-2027.
- Provide training as needed to support the needs of those completing program reviews.

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 who are representative of Norco College's schools structure.

- 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

Membership

- Member of Governance and Institutional Effectiveness Council
- Faculty Committee Members – At least 1 faculty member from each school. One of the faculty should represent CTE programs and one faculty should be a counselor.
- 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 at 2:30 pm -3:45 pm during the Fall and Spring semesters, with a video conferencing option for non-members if requested. 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.

Meeting Procedures and Expectations

Members endeavor to:

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