

NORCO COLLEGE
PROGRAM REVIEW MEETING MINUTES
September 28, 2017
IT 218

Members:

Dr. Alexis Gray..... Social & Behavioral Sciences (Co-Chair)
Jim Reeves.....Interim Vice President, Business Services
Beverly Wimer..... Sciences and Kinesiology
Joseph DeGuzman.....Math
Stephen ParkMath
Dr. Laura Adams..... Social & Behavioral Sciences
Dr. Khalil Andacheh.....Social & Behavioral Sciences
Dr. Tim Russell..... Social & Behavioral Sciences
Kris Anderson..... Communications
Dr. Gail Zwart.....Business, Engineering & Information Technologies
Jennifer VasquezASNC

Members Absent:

Dr. Kevin Fleming..... Dean of Instruction, Career and Technical Education (Co-Chair)
Dr. Jason Parks.....Interim Dean of Instruction
Dr. Samuel LeeInterim Vice President of Academic Affairs
Dr. Monica Green Vice President, Student Services
Dr. Greg Aycock.....Dean, Institutional Effectiveness
Quinton Bemiller..... Arts, Humanities, & World Languages

Committee Support Administrator:

Nicole C. Brown..... Office of the Dean of Instruction

Guest: NONE

A. Meeting called to order at 2:05 p.m.

B. Approval of Agenda – September 28, 2017 (MSC: G. Zwart/ K. Anderson)

C. Approval of Minutes – May 25, 2017 (MSC: G. Zwart/ K. Anderson) 2 abstained.
Committee Approved.

D. Action Item:

1. **ReRatification of late submission policy.** It was determined that late program review submissions (after the May date) would not be read nor scored. The impact of those late reviews have been thoroughly discussed with the committee. Dr. Gray received complaints from the Guidance and Chemistry departments. Both are not getting their position considered. They asked for proof of this (minutes, votes) and they were provided it. Unfortunately, we didn't vote on all the parts. We voted that we would not read them and recognizing the impact that they would not be scored. Across the board for Norco College, late submissions should not make the priority list. **Motion to re-ratify submission statement.** That no late submissions for academic departments for instructional program reviews will be considered for faculty, staff, equipment, professional and organizational needs, student support services, library learning support services, miscellaneous supplies, and other needs in the prioritization process after the due date. MSC: G. Zwart/T. Russell. Approved.

Discussion regarding how TracDat will affect the resource allocation cycle: On the three year cycle, the departments have the ability to update the list every year as they will be carried over from the Program review until the next three year cycle. Ongoing budget items, need to be added it to the program review and justified in detail. Every year the departments can update their program reviews and resource needs if necessary.

E. Discussion Items:

1. TracDat Informational Planning– Dr. Fleming asked a weekly meeting by phone every Wednesday at 9 am. For the past two Wednesday's the meetings were canceled. Dr. Fleming requested a list of the next set of processes would be and the list that was provided was not clear. The process is going very slowly. Jim Reeves suggested we review the "performance clause" in the contract. No one from the committee has seen this contract. Maybe Dr. Fleming has. This is going to greatly impact our work flow and Dr. Gray recommended to the committee members to not take any additional responsibilities in December because she predicts that we will have a ultra tight turn-around schedule for reviews. This is most unfortunate as our committee worked tirelessly to avoid this scenario. Dr. Gray be instructing Nicole on sending out updates on this issue directly to the committee members only.

F: Information Item:

1. 2017/2018 Member List: Nicole provided the committee with the current list and asked for any revisions to be sent to her so she can update the list to be posted online for the 2017/2018 academic year. The new ASNC member Jennifer Vasquez joined our group.

2. Assignment of Administrative Program Review: We assigned the faculty and administrative reviewers. Final list will be made and distributed. Dr. Gray will work with Mr. Reeves on the scoring process.

3. TracDat Implementation: Dr. Gray had nothing to provide due to the multiple delays in the process from the vendor.

G. Good of the Order: NONE

Next Meeting: October 26, 2017

Program Review Committee Statement of Purpose

We establish guidelines, tools, and content requirements for the Program Review process at Norco College. We review and evaluate the annual and comprehensive unit reviews 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.