

**NORCO COLLEGE**  
**PROGRAM REVIEW MEETING MINUTES**  
November 9, 2017  
IT 218

**Members:**

Dr. Alexis Gray..... Social & Behavioral Sciences (Co-Chair)  
Dr. Kevin Fleming..... Dean of Instruction, Career and Technical Education (Co-Chair)  
Dr. Greg Aycock.....Dean, Institutional Effectiveness  
Dr. Jason Parks.....Interim Dean of Instruction  
Joseph DeGuzman.....Math  
Stephen Park .....Math  
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  
Quinton Bemiller..... Arts, Humanities, & World Languages  
Jennifer Vasquez .....ASNC

**Members Absent:**

Dr. Samuel Lee .....Interim Vice President of Academic Affairs  
Jim Reeves.....Interim Vice President, Business Services  
Dr. Monica Green ..... Vice President, Student Services  
Dr. Dominique Hitchcock .....Arts, Humanities, & World Languages  
Beverly Wimer..... Sciences and Kinesiology

**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 – November 9, 2017** MSC: K. Andacheh/ K. Anderson  
Committee Approved.
- C. Approval of Minutes – October 26, 2017** MSC: T. Russell/ L. Adams  
Committee Approved. 2 abstained
- D. Action Item:**
  - 1. Finalize and Approve the Norco College Instructional Template:** Will go out to faculty in the beginning of December 17<sup>th</sup>. Dr. Russell reworked this rubric.  
**Q1. Changed Unit’s Mission Statement to “Unit’s Connection to College Statement”.**  
**Q8: Add N/A**  
**Don’t average with those questions with an N/A in total average score. (Q2, Q4, Q8)**  
**MSC: G. Zwart/ J. DeGuzman – Committee approved.**

**E. Discussion Items:**

1. **Administrative Program Review rubrics:** The rubric does not match well to the Administrative template. Requested to ask those who are in the Administrative side of the house to do work on it and bring something back for the next meeting. Dr. Aycock and Dr. Fleming volunteered to work on it and have a draft ready by the December 7<sup>th</sup> meeting.
2. **District Program Review Best Practices Document**  
Our Program Review committee has been tasked to create a 'Best Practices Recommendations: document that is applicable across all three colleges. The document that Dr. Gray created doesn't describes each college's processes, but the thought behind of the process. The document provided to the committee are what we have in common. The District program review committee stated that Riverside or Moreno Valley College hasn't submitted their processes.

**Question to the committee:** Does this accurately reflect what we do in program review?

**Answer:** We need clarity on why District Program Review committee exists. We get no direction from District Program Review.

**Question:** Is there any assistance or support?

**Answer:** The committee could not identify what the District Program Review provides and are confused as to what it provides.

**\*\* Request to table until next meeting: More information is needed before our committee can proceed.**

**F: Information Item:**

1. **TracDat Update:** We are aiming for a "soft launch" before the semester ends and we leave for the holidays. Actual launch has been pushed to January 19, 2018. Will update the old form to prepare. There is an issue that the pre-population component is not viable. All comprehensive reports are due from all disciplines by April 20<sup>th</sup>, 2018. Would like to envision a workshop training 3 times a month, and so bring your Program Review and help will be available. There will be trainings at the Spring Flex as well as a Program Review "Camp" (Workshop) in early March. If your department wants, they could bring the information they need for their program review and be able to finish the whole thing before they leave. This fall we work on the language for all sections. Our committee will finalize and approve the Norco College template. This will be an agenda item for the next meeting.

**G. Good of the Order: NONE**

**Next Meeting: December 7, 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.

**DRAFT**

# Norco College – Program Review Committee

Spring 2017

## Rubric for Instructional Program Review - Part I only

Discipline:

Contact Person:

Reviewer:

Average Score:

Area of Assessment	0 No attempt	1 some attempt	2 good attempt	3 outstanding attempt	N/A
<b>1. Unit's Mission Statement</b>	No effort to describe how unit supports college mission		Unit has attempted to explain how it has aligned itself to the college mission, but is incomplete	Unit has offered a clear supporting statement explaining how it has aligned itself to the college mission	
<b>2. Trends and status change, prior and next four years identified</b>	Trends and status change section is blank	*1 of 3 are true: <input type="checkbox"/> Prior three years complete <input type="checkbox"/> Next three years complete <input type="checkbox"/> Clear and detailed information of past and anticipated changes presented	*2 of 3 are true: <input type="checkbox"/> Prior three years complete <input type="checkbox"/> Next three years complete <input type="checkbox"/> Clear and detailed information of past and anticipated changes presented	*3 of 3 are true: <input type="checkbox"/> Prior three years complete <input type="checkbox"/> Next three years complete <input type="checkbox"/> Clear and detailed information of past and anticipated changes presented	<input type="checkbox"/>

<p><b>3. Retention, success, and efficiency rates have been identified and reflected upon</b></p>	<p>No identification or discussion of retention, success, or efficiency data</p>	<p>*1 of 3 are true:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Retention, success, and efficiency data are presented</li> <li><input type="checkbox"/> A detailed interpretation of the data was offered</li> <li><input type="checkbox"/> Included discussion of trends, changes, or notable anomalies that have emerged over the last 3 years.</li> </ul>	<p>*2 of 3 are true:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Retention, success, and efficiency data are presented</li> <li><input type="checkbox"/> A detailed interpretation of the data was offered</li> <li><input type="checkbox"/> Included discussion of trends, changes, or notable anomalies that have emerged over the last 3 years..</li> </ul>	<p>*3 of 3 are true:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Retention, success, and efficiency data are presented</li> <li><input type="checkbox"/> A detailed interpretation of the data was offered</li> <li><input type="checkbox"/> Included discussion of trends, changes, or notable anomalies that have emerged over the last 3 years.</li> </ul>	
<p><b>4. (If Applicable) Specific program/certificate data are included and discussed</b></p>	<p>Not addressed</p>	<p>*1 of 3 are true:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The number of graduates in the discipline/ program/ certificate are identified</li> <li><input type="checkbox"/> The number of students who have declared for the program has been supplied</li> <li><input type="checkbox"/> Any program-specific data, changes, and trends have been discussed, interpreted, and analyzed</li> </ul>	<p>*2 of 3 are true:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The number of graduates in the discipline/ program/ certificate are identified</li> <li><input type="checkbox"/> The number of students who have declared for the program has been supplied</li> <li><input type="checkbox"/> Any program-specific data, changes, and trends have been discussed, interpreted, and analyzed</li> </ul>	<p>*3 of 3 are true:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The number of graduates in the discipline/ program/ certificate are identified</li> <li><input type="checkbox"/> The number of students who have declared for the program has been supplied</li> <li><input type="checkbox"/> Any program-specific data, changes, and trends have been discussed, interpreted, and analyzed</li> </ul>	<p><input type="checkbox"/></p>

<p><b>5. Goals from prior Program Review identified, activities linked to goal, and progress stated</b></p>	<p>No goals from prior Program Review identified</p>	<p>*1 of 3 are true:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Goals from previous Program Review and activities related to those goals clearly identified</li> <li><input type="checkbox"/> Progress toward previous goals discussed</li> <li><input type="checkbox"/> Clear and detailed connection of previous goals to the Strategic Master Plan/EMP made</li> </ul>	<p>*2 of 3 are true:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Goals from previous Program Review and activities related to those goals clearly identified</li> <li><input type="checkbox"/> Progress toward previous goals discussed</li> <li><input type="checkbox"/> Clear and detailed connection of previous goals to the Strategic Master Plan/EMP made</li> </ul>	<p>*3 of 3 are true:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Goals from previous Program Review and activities related to those goals clearly identified</li> <li><input type="checkbox"/> Progress toward previous goals discussed</li> <li><input type="checkbox"/> Clear and detailed connection of previous goals to the Strategic Master Plan/EMP made</li> </ul>	
<p><b>6. Long term goals identified, activities and timeline stated and aligned to mission and EMP</b></p>	<p>No/incomplete attempt.</p>	<p>*1 of 3 are true:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Long term goals are listed and activities for goals are stated.</li> <li><input type="checkbox"/> An anticipated timeline for goal completion is offered.</li> <li><input type="checkbox"/> Clear and detailed connection of long term goals to the Strategic Master Plan/EMP made</li> </ul>	<p>*2 of 3 are true:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Long term goals are listed and activities for goals are stated.</li> <li><input type="checkbox"/> An anticipated timeline for goal completion is offered.</li> <li><input type="checkbox"/> Clear and detailed connection of long term goals to the Strategic Master Plan/EMP made</li> </ul>	<p>*3 of 3 are true:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Long term goals are listed and activities for goals are stated.</li> <li><input type="checkbox"/> An anticipated timeline for goal completion is offered.</li> <li><input type="checkbox"/> Clear and detailed connection of long term goals to the Strategic Master Plan/EMP made</li> </ul>	
<p><b>7. Course Outline of Record section is completed</b></p>	<p>COR section is blank</p>	<p>*1 of 3 are true:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The Course Number, Date Last Updated, and</li> </ul>	<p>*2 of 3 are true:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The Course Number, Date Last Updated, and</li> </ul>	<p>*3 of 3 are true:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The Course Number, Date Last Updated, and</li> </ul>	

		<p>Last Editor sections are filled out.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If not current, the status of where the COR is in the review process is clearly detailed.</li> <li><input type="checkbox"/> The status of the last update for each COR has been marked either "minor" or "major."</li> </ul>	<p>Last Editor sections are filled out.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If not current, the status of where the COR is in the review process is clearly detailed.</li> <li><input type="checkbox"/> The status of the last update for each COR has been marked either "minor" or "major."</li> </ul>	<p>Last Editor sections are filled out.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If not current, the status of where the COR is in the review process is clearly detailed.</li> <li><input type="checkbox"/> The status of the last update for each COR has been marked either "minor" or "major."</li> </ul>	
<b>8. Resource requests are filled out.</b>	No attempt	<p>*1 of 3 are true:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Requested resource is identified with estimated dollar amount/TCO</li> <li><input type="checkbox"/> A detailed justification for the resource is offered</li> <li><input type="checkbox"/> The resource requested is properly linked to the EMP/SMP and the connection is explained</li> </ul>	<p>*2 of 3 are true:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Requested resource is identified with estimated dollar amount/TCO</li> <li><input type="checkbox"/> A detailed justification for the resource is offered</li> <li><input type="checkbox"/> The resource requested is properly linked to the EMP/SMP and the connection is explained</li> </ul>	<p>*3 of 3 are true:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Requested resource is identified with estimated dollar amount/TCO</li> <li><input type="checkbox"/> A detailed justification for the resource is offered</li> <li><input type="checkbox"/> The resource requested is properly linked to the EMP/SMP and the connection is explained</li> </ul>	
<b>Column scores</b>					

Comments: