

**NORCO COLLEGE**  
**PROGRAM REVIEW MEETING MINUTES**  
November 29, 2018  
IT 218

**Members:**

Dr. Alexis Gray..... Social & Behavioral Sciences (Co-Chair)  
Dr. Greg Aycock.....Dean, Institutional Effectiveness  
Dr. Gail Zwart.....Business, Engineering & Information Technologies  
Dr. Tim Russell..... Social & Behavioral Sciences  
Dr. Laura Adams..... Social & Behavioral Sciences  
Dr. Khalil Andacheh.....Social & Behavioral Sciences  
Stephen Park .....Math  
Joseph DeGuzman.....Math  
Kris Anderson..... Communications  
Beverly Wimer..... Sciences and Kinesiology

**Members Absent:**

Dr. Marshall Fulbright.....Dean of Instruction (Co-Chair)  
Dr. Michael Collins ..... Vice President, Business Services  
Dr. Jason Parks.....Dean of Instruction  
Quinton Bemiller..... Arts, Humanities, & World Languages  
  
Damien Saelak ..... ASNC

**Committee Support Administrator:**

Nicole C. Brown..... Office of Academic Affairs

- A. Approval of Agenda – November 29, 2018** MSC: T. Russel/ K. Anderson \* Committee Approved.
- B. Approval of Minutes – September 27, 2018** MSC: T. Russel/ K. Anderson \* 1 abstained. Committee Approved.
- C. Action Item:**
  - 1. 25Live meeting times and dates results – N. Brown** Nicole researched 25Live to look at every 2<sup>nd</sup> or 4<sup>th</sup> Thursday each month for the spring 2019 term during college hour in room IT\*218 to see what is available. We were able to find availability in IT 218 during college hour for the 2019 dates we previously rescheduled. Nicole has already reserved those rooms and will be sending out updated meeting times to the members. MSC: G. Aycock/ G. Zwart \* Committee approved.
  - 2. New Annual Update Form:** Annual updates will be for resource requests. Dr. Gray went over the form. You will need to fill out the form for each request. Therefore, if you have 25 requests, you must fill out 25 forms. GE Learning outcomes is how we are capturing data now. A suggestion to add a text box to list more than one goal is approved and Dr. Gray will add it. The form will be sent out to the college. MSC: G. Aycock/ G. Zwart \* Committee approved with recommended changes.

**D. Discussion Items:**

- 1. Responses to PRs/use of PRs:** Committee approved suggestion to make an archive link. On the new Program Review website, list only 2018 and forward. The rest is to be archived. Nicole will work with Lenny on that task. Dr. Gray notated that only one PR author asked for their feedback.
- 2. Nuventive:** This program may not be sustainable. They want more money to do what they initially promised. The data cannot talk to each other because it is housed in different silos. Interim solution attempt is to make bridges between the software but not sure it will work. This is a statewide college database problem.

**E. Information Item:**

- 1. District Meeting summary:** Riverside is now in control for the District Program Review. The new chair wants to work on the best practices document and committee processes between the colleges. We currently don't have anywhere that lists the Program Review process. Dr. Gray stated a draft should be ready by December 3<sup>rd</sup>.

**F. Good of the Order: None**

**Next Meeting: February 28, 2019 in IT 218 from 12:50 pm to 1:50 pm.**

**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.