

Norco College
PROGRAM REVIEW MEETING MINUTES
November 21, 2019
IT 218

Members:

Dr. Alexis Gray.....Social & Behavioral Sciences (Co-chair)
Dr. Samuel Lee.....Vice President, Academic Affairs (Co-chair)
Nicole C. Brown.....Office of Academic Affairs
Dr. Kaneesha Tarrant Interim Vice President of Student Services
Dr. Laura Adams..... Social & Behavioral Sciences
Dr. Tim Russell..... Social & Behavioral Sciences
Kris Anderson.....Communications
Joseph DeGuzman.....Math
Farshid Mirzaei Business, Engineering, Informational Technology
Dr. Chris Lugo..... Sciences & Kinesiology – Adjunct
Araceli Covarrubias Arts, Humanities & World Languages

Members Absent:

Dr. Greg Aycok.....Dean of Institutional Effectiveness
Dr. Jason Parks..... Dean of Instruction
Caitlin Welch Office of Institutional Effectiveness
Stephen Park.....Math
Beverly Wimer..... Sciences & Kinesiology
Dr. Khalil Andacheh..... Social & Behavioral Sciences
Jose M. Sentmanat Arts, Humanities & World Languages
Dr. Michael Collins.....Vice President, Business Services
Vacant.....ASNC

Guest:

Sal Herrera.....IMC
Mike AngelesTSS
Daniel LambrosIMC
Ricardo AguileraTSS
Jason CaceresTSS

A. Approval of Agenda – November 21, 2019 MSC: L. Adams/ T. Russell
*Committee Approved. 7 -Yays, 0= Nays.

B. Approval of Minutes – September 26, 2019 MSC: F. Mirzaei/ L. Adams *
Committee approved. 7 -Yays, 0= Nays. 1 abstained.

C. Action Item: NONE

D. Discussion Items:

1. **Resource Allocations Process through Program Review document from the April meeting *Attachment*** Dr. Lee discussed how we are clarifying the Resource Request Method. Commissioned by ISPC to create this document with Dr. Lee and other participants. Some language revisions were given to Dr. Lee by our committee.

Number #2 of the section: If you have any ideas to add more categories, please email Dr. Lee with your suggestions.

- Suggestions to move #2, to 3 and #3 to #2 space. This will be incorporated into a large part of the Program Review handbook.

2. **Proposed “Goals” exercise and scope of committee work.** Goal is to have a workshop to see the flow on how Program Review works and fits into the larger picture. Still work in progress.

Scope of Committee work is still in development. Working on how to ask the right questions to obtain the data we need.

Program Review is a forward and backward look of a program and we need to figure out how to ask the right question to obtain those answers. Example: Where are they going? How are they working to achieve their goals?

3. **Review ISER sections for Program Review. *Attachments*** ISER attachments are listed in Program Review share point site for review and to submit comments to Kris Anderson and Dr. Gray.

- An overview of the ISER process is given. Standard 1B on Academic Quality & Institutional Effectiveness (pg.74-86) – Assessment and Program Review will find themselves intertwined together. Asked committee to please read this section.
- Looking to improve the connections for our goals and assessments. 1B4 is a great example.
- Try to make equity happen. Approaching the issue at the same time while working to find solutions.

E. Information Items: NONE

F. Good of the Order: NONE

Next Meeting: March 3, 2020 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 program review and annual update 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.