

NORCO COLLEGE
PROGRAM REVIEW MEETING MINUTES
March 23, 2017
IT 218

Members:

Dr. Alexis Gray..... Social & Behavioral Sciences (Co-Chair)
Dr. Kevin Fleming..... Dean of Instruction, Career and Technical Education (Co-Chair)
Beverly Wimer..... Sciences and Kinesiology
Dr. Laura Adams..... Social & Behavioral Sciences
Kris Anderson..... Communications
Quinton Bemiller..... Arts, Humanities, & World Languages
Dr. Tim Russell..... Social & Behavioral Sciences
Dr. Greg Aycock..... Dean, Institutional Effectiveness
Dr. Khalil Andacheh..... Social & Behavioral Sciences
Dr. Koji Uesugi..... Dean of Student Services
Beth Gomez..... Vice President, Business Services
Dr. Stephen Park..... Math
Joseph DeGuzman..... Math

Members Absent:

Dr. Diane Dieckmeyer..... Vice President of Academic Affairs
Dr. Jason Parks..... Interim Dean of Instruction
Dr. Gail Zwart..... Business, Engineering & Information Technologies
Luis Velazio Miranda..... ASNC

Committee Support Administrator:

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

Guest: NONE

- A. Meeting called to order at 2:05 p.m.**
- B. Approval of Minutes – December 1, 2016** (MSC: K. Anderson/K. Andacheh)
Committee Approved.
- C. Information Item:**

i. Report from Trac Dat subcommittee meeting

Template adjusted based on input & suggestions from Chaffey about what we actually want from Program Review. Maintained a PR document that looks very much like what people are familiar with. Each discipline will do a comprehensive, with really minor annual updates. Cycle TBD – 4 years? Significant evolution of the way we do program review.

ii. Report from Program Review Camp

Part 1 for new faculty. Greg & Alexis discussed data and how to use it. Left with a good understanding of what to do, why we do it, and how to do it. Part 2 was for seasoned faculty, but only one person attended. Faculty will have the choice of which data to select for PR, to customize the data needed for their work.

D. Action Item:

1. Recommendation to the Senate: Program review cycle for Comprehensive and for updates

Motion – to recommend program review cycle & template to academic senate (Bev Wimer motioned, Khalil Andacheh 2nd).

TracDat will manage program review so that assessment & PR materials processes can “talk to each other.” Justifications based on assessment will be pre-loaded into PR.

What about folks doing CPR this year? Alexis wants to take this year’s CPRs and use them as betas in the system so they don’t have to be entered next year.

What will the cycle be? Will everyone do Program Review every year? Subcommittee had strong consensus that the whole college should follow the same cycle. On the negative side, this would change the workload for committee. We also need buy-in from the faculty and other groupings.

Would the process be more manageable if we had half the campus submit at a time?

What about the administrative PRs: exact same thing, just in TracDat.

Our first pass through is to get a similar system up and running in TracDat – we can make wider sweeping changes in future years. On the other hand, Greg points out that it would be wise to think carefully about what we want in TracDat so it doesn’t need a serious overhaul immediately after launching.

Can we streamline their process so they don’t have to do the equivalent of the CPR every year? Is it possible for us to have one due date for every unit (instructional, student services, administrative)? Right now they vary.

MOTION: is to change annual administrative PR due date to July so it will align with Student Services due date. (moved-Beth, 2nd – Greg). Approved unanimously.

We need to settle on a cycle for the PR process because this decision will impact NAC. Most colleges use a 3-year cycle, but we can elect to use a 3-year or a 4-year cycle. We will need to assess every SLO in every class by the end of a cycle if we go with the 4-year cycle. If we opt for the 3-year cycle, we may be able to assess half of the SLOs in one cycle and the other half in the next cycle. A three- year plan seems most convenient in terms of our other needs, such as curriculum and assessment.

MOTION: 3-year program review cycle to align with a 6-year assessment cycle (i.e., Program Review + Update + Update, Program Review + Update + Update). Bev motion, Khalil 2nd. Unanimously approved.

Discussion: Everyone will do Program Review with the new process next year. Update is primarily about resource requests. Assessment needs to have input on the Update form so people can check progress toward the SLOs and also so requests can be justified. Those doing CPRs this year will be able to copy and paste (with minor updates) from this year's document into TracDat – but make sure everything is up to date so it will be good for the next three years. They will have the easiest transition to TracDat.

Greg mentions that it may ease the transition if we can shift the language.

Justifications? Chairs will take justification and draft templates to APC, BFPC, SSPC, ISPC, Senate. Alexis will check with Peggy about whether we take this around first, then to Senate, or vice versa.

Process:

2. Discussion:

i. Assign readers to Program Review for submissions on 4/20/17

Nicole will send an email with the assignments. Program reviews should come on 4/20, so we can fix any issues at that point. We will have a norming session on 4/20.

Will we all read each document – Chaffey has subcommittees so that 3-4 people review each document.

F. Good of the Order: NONE

Next Meeting: April 20, 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.