NORCO COLLEGE
PROGRAM REVIEW MEETING MINUTES
May 25, 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
Joseph DeGuzman……Math
Dr. Stephen Park……Math
Beth Gomez…….Vice President, Business Services
Dr. Jason Parks…….Interim Dean of Instruction
Dr. Laura Adams……. Social & Behavioral Sciences
Dr. Khalil Andacheh……..Social & Behavioral Sciences
Dr. Tim Russell……. Social & Behavioral Sciences
Kris Anderson…….. Communications
Quinton Bemiller…….. Arts, Humanities, & World Languages

Members Absent:
Dr. Diane Dieckmeyer……..Vice President of Academic Affairs
Dr. Greg Aycock……. Dean, Institutional Effectiveness
Dr. Koji Uesugi……...Dean of Student Services
Dr. Gail Zwart…… Business, Engineering & Information Technologies
Robbie Bishara……..…… ASNC

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 – May 25, 2017 (MSC: T. Russell/ L. Adams)

C. Approval of Minutes – April 20, 2017 (MSC: K. Andacheh/Q. BeMiller) Committee Approved.

D. Action Item:

1. Rubric for Trac Dat – T. Russell

Dr. Russell gave a report on the TracDat Rubric. He used the Chaffey community college rubric template as a guide concept to re-work the new rubric for the TracDat program. Asked for input from the committee in the language of the document and scoring. Do we want to go from an 0-3 score or a 1-3 score? A "0" score is nothing, and a "1" score is given when 'something' is turned in. Another suggestion is to have a "N/A" box option. That the N/A will take the question of the scoring method. Also to have a 'comments' section to be listed at the bottom of the scoring method. For Question 2 of the rubric, a discussion to revise the scoring method. For Question 5 & 6, the committee discussed to combine them because they are both long-term goals and EMP. The committee discussed rewording Question 1- Units Mission Statement to change the language to read "How is your units aligned to the college's mission?" Committee voted to approval the new revised rubric authorized by Dr. Tim Russell. MSC: B. Wimer/ L. Adams.

E. Discussion Items:

1. Survey of Effectiveness – A. Gray Dr. Gray went over our survey of effectiveness results. For question 2, we had a 77% yes and a 23% no response. We can improve in this area. We need to improve the communication on the committee's direction.

2. Program Review score returns: Dr. Gray has been combining the comments from the returned rubric reviewers as she receives them. She asked the committee if they would prefer the reviewers to work it out privately if the scores are vastly different and the committee agreed.

F: Information Item:

1. Status of Program Review submission: There are a few program reviews that have not been submitted. Dr. Gray asked the committee what should be the drop deadline for the submittal for those reviews to be taken into consideration for scoring and the committee agreed to choose May 25th. Those submitted after May 25th, those program reviews will not be scored and will not be considered in the fall strategic planning council meeting. There needs to be a shift in the culture for the departments in completing their program review. At the moment, there is no penalty for no submission of the reports. Now that we are moving into TracDat database system, and it's important to have a completed and current reporting history.
Motion that no more Program Review (Annual and Comprehensive) reports will be received to be scored by May 25th at 12:00 am. MSC: K. Fleming/B. Wimer. Committee approves.

2. Status of Program Review scoring: Handout was provided to the committee**.**

G. Good of the Order: NONE

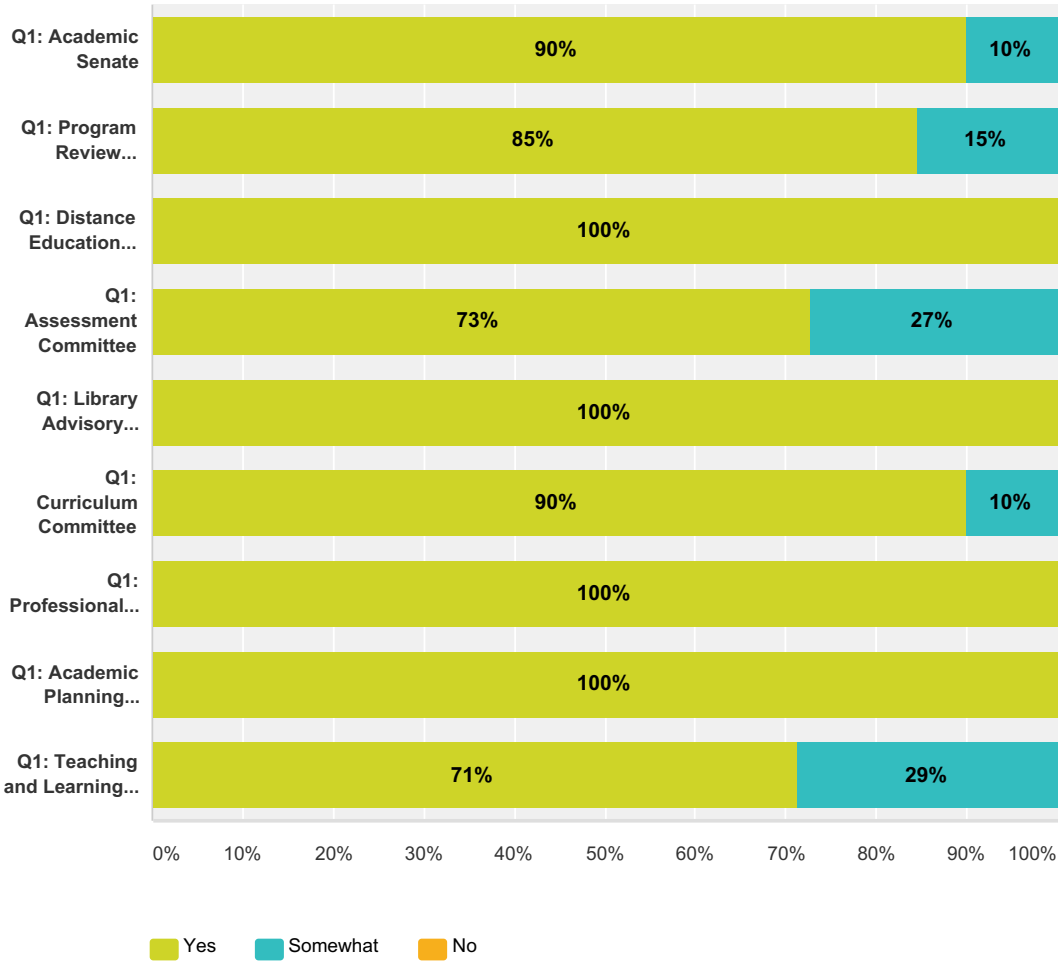
Next Meeting: September 28, 2017

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.

Q2 Do you feel you have a clear understanding of the structure and purpose of this committee?

Answered: 89 Skipped: 0



	Yes	Somewhat	No	Total
Q1: Academic Senate	**90%** 9	**10%** 1	**0%** 0	**11%** 10
Q1: Program Review Committee	**85%** 11	**15%** 2	**0%** 0	**15%** 13
Q1: Distance Education Committee	**100%** 7	**0%** 0	**0%** 0	**8%** 7
Q1: Assessment Committee	**73%** 8	**27%** 3	**0%** 0	**12%** 11
Q1: Library Advisory Committee	**100%** 12	**0%** 0	**0%** 0	**13%** 12
Q1: Curriculum Committee	**90%** 9	**10%** 1	**0%** 0	**11%** 10
Q1: Professional Development Committee	**100%** 7	**0%** 0	**0%** 0	**8%** 7

Q1: Academic Planning Council	**100%** 5	**0%** 0	**0%** 0	**6%** 5
Q1: Teaching and Learning Committee	**71%** 10	**29%** 4	**0%** 0	**16%** 14
Total Respondents	78	11	0	89

	Additional Comments	Total
Q1: Academic Senate	0	0
Q1: Program Review Committee	1	1
Q1: Distance Education Committee	1	1
Q1: Assessment Committee	1	1
Q1: Library Advisory Committee	0	0
Q1: Curriculum Committee	0	0
Q1: Professional Development Committee	0	0
Q1: Academic Planning Council	0	0
Q1: Teaching and Learning Committee	3	3

#	Q1: Academic Senate	Date
	There are no responses.	

#	Q1: Program Review Committee	Date
1	The purpose of the committee is to help units within the college continue to improve.	4/27/2017 3:55 AM

#	Q1: Distance Education Committee	Date
1	The Norco DE committee has become increasingly proactive and focused on the effectiveness and progress of Distance Education at the college.	4/28/2017 3:48 AM

#	Q1: Assessment Committee	Date
1	It is my first year at Norco and on this committee, so the learning curve was steep. However, I do feel like I have a better understanding the purpose of the committee as well as assessment in general after this initial year.	5/11/2017 3:37 AM

#	Q1: Library Advisory Committee	Date
	There are no responses.	

#	Q1: Curriculum Committee	Date
	There are no responses.	

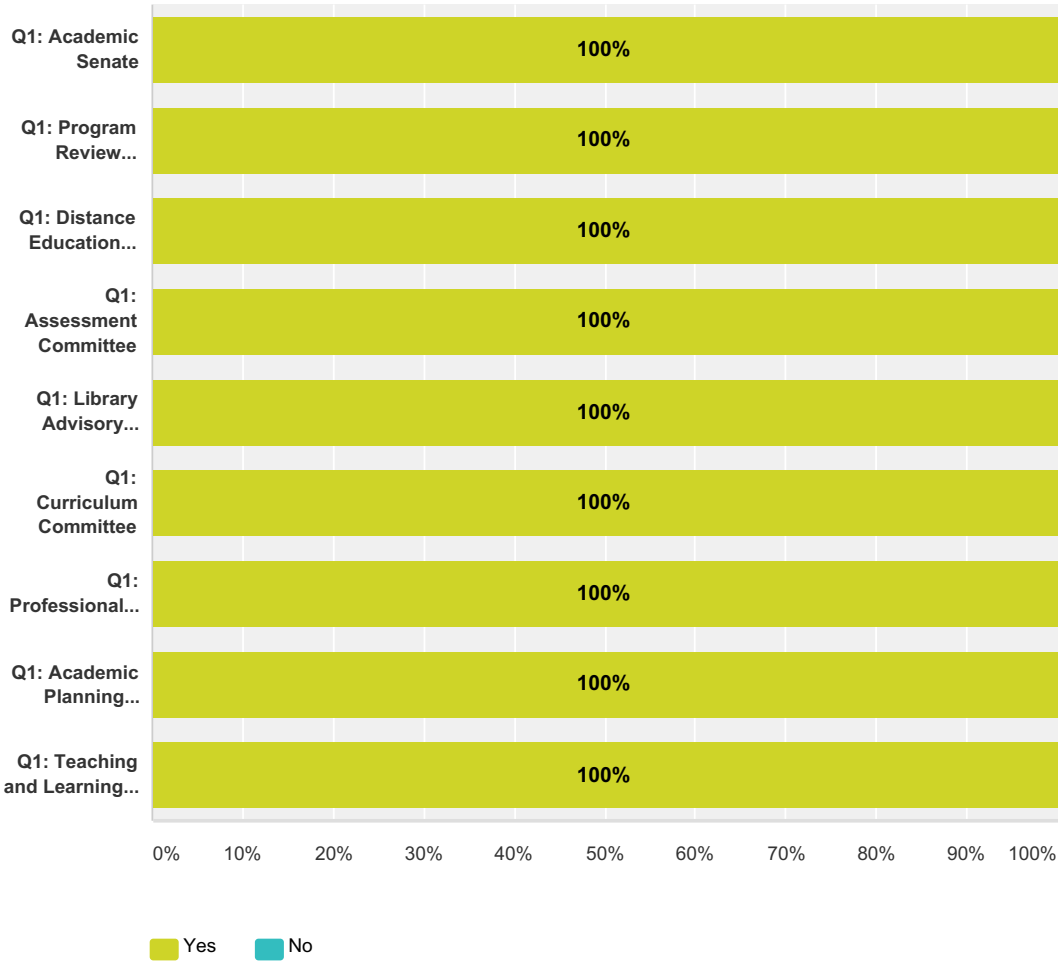
#	Q1: Professional Development Committee	Date
	There are no responses.	

#	Q1: Academic Planning Council	Date
	There are no responses.	

#	Q1: Teaching and Learning Committee	Date
1	I understand the mission statement, but it feels like the committee itself is unclear as to the overall purpose. Is it to organize opportunities for teaching and learning amazing faculty? Or is it about discussing and sharing concerns? Both are great, but it would be nice to have a better understanding so that the expectation is set for what needs to be accomplished in the meetings. It feels like it may need structure and perhaps clearer attainable goals.	5/11/2017 5:40 AM
2	Initially I thought there would be more time to talk about teaching strategies with each other. However, it seems like it is more administrative driven than faculty driven. I think the problem is because it is a Standing Committee and we do need to contribute some type of feedback to the college, but I am not sure it is clear to all of us what that should be. It may be that if faculty want to talk about teaching strategies, pedagogy, etc. in a less formal way, that these faculty get together at some other time. I think the TLC committee members need to clearly define our role better with respect to what the college needs from us and what we can contribute to the college.	5/10/2017 8:25 AM
3	I really enjoy serving on this committee.	4/26/2017 9:24 AM

Q3 Are agendas and minutes provided electronically prior to the committee meetings?

Answered: 89 Skipped: 0

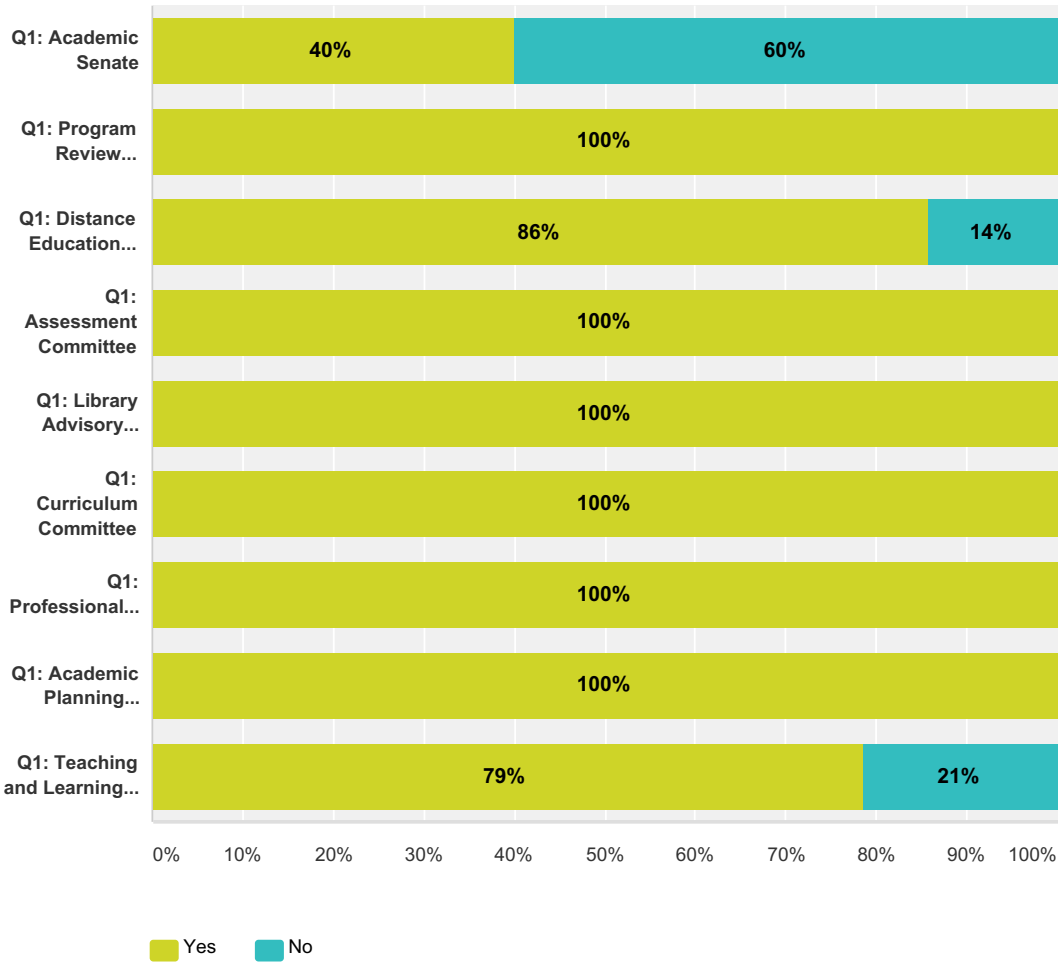


	Yes	No	Total
Q1: Academic Senate	**100%** 10	**0%** 0	**11%** 10
Q1: Program Review Committee	**100%** 13	**0%** 0	**15%** 13
Q1: Distance Education Committee	**100%** 7	**0%** 0	**8%** 7
Q1: Assessment Committee	**100%** 11	**0%** 0	**12%** 11
Q1: Library Advisory Committee	**100%** 12	**0%** 0	**13%** 12
Q1: Curriculum Committee	**100%** 10	**0%** 0	**11%** 10
Q1: Professional Development Committee	**100%** 7	**0%** 0	**8%** 7

Q1: Academic Planning Council	**100%** 5	**0%** 0	**6%** 5
Q1: Teaching and Learning Committee	**100%** 14	**0%** 0	**16%** 14
Total Respondents	89	0	89

Q4 Are the agenda items usually completed within the meeting time?

Answered: 89 Skipped: 0

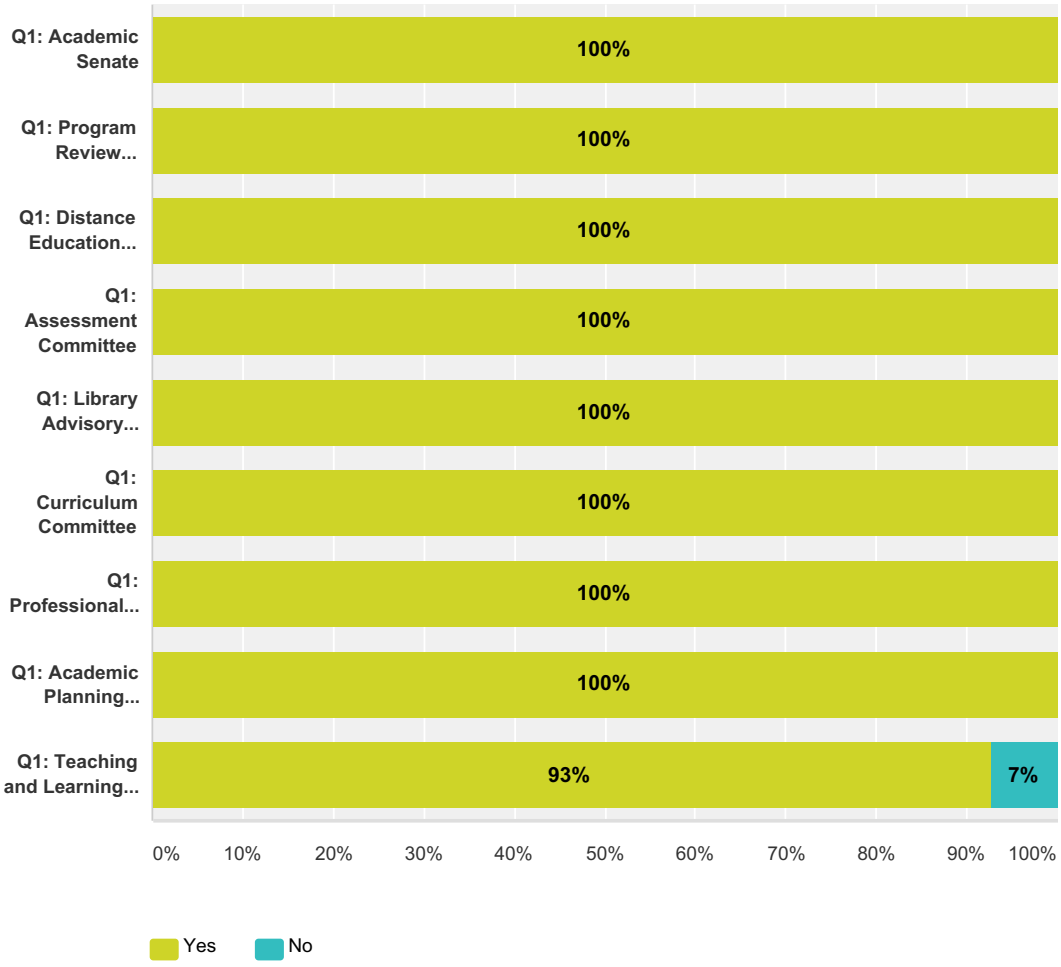


	Yes	No	Total
Q1: Academic Senate	**40%** 4	**60%** 6	**11%** 10
Q1: Program Review Committee	**100%** 13	**0%** 0	**15%** 13
Q1: Distance Education Committee	**86%** 6	**14%** 1	**8%** 7
Q1: Assessment Committee	**100%** 11	**0%** 0	**12%** 11
Q1: Library Advisory Committee	**100%** 12	**0%** 0	**13%** 12
Q1: Curriculum Committee	**100%** 10	**0%** 0	**11%** 10
Q1: Professional Development Committee	**100%** 7	**0%** 0	**8%** 7

Q1: Academic Planning Council	**100%** 5	**0%** 0	**6%** 5
Q1: Teaching and Learning Committee	**79%** 11	**21%** 3	**16%** 14
Total Respondents	79	10	89

Q5 Are committee members given adequate information to make informed recommendations and decisions?

Answered: 88 Skipped: 1

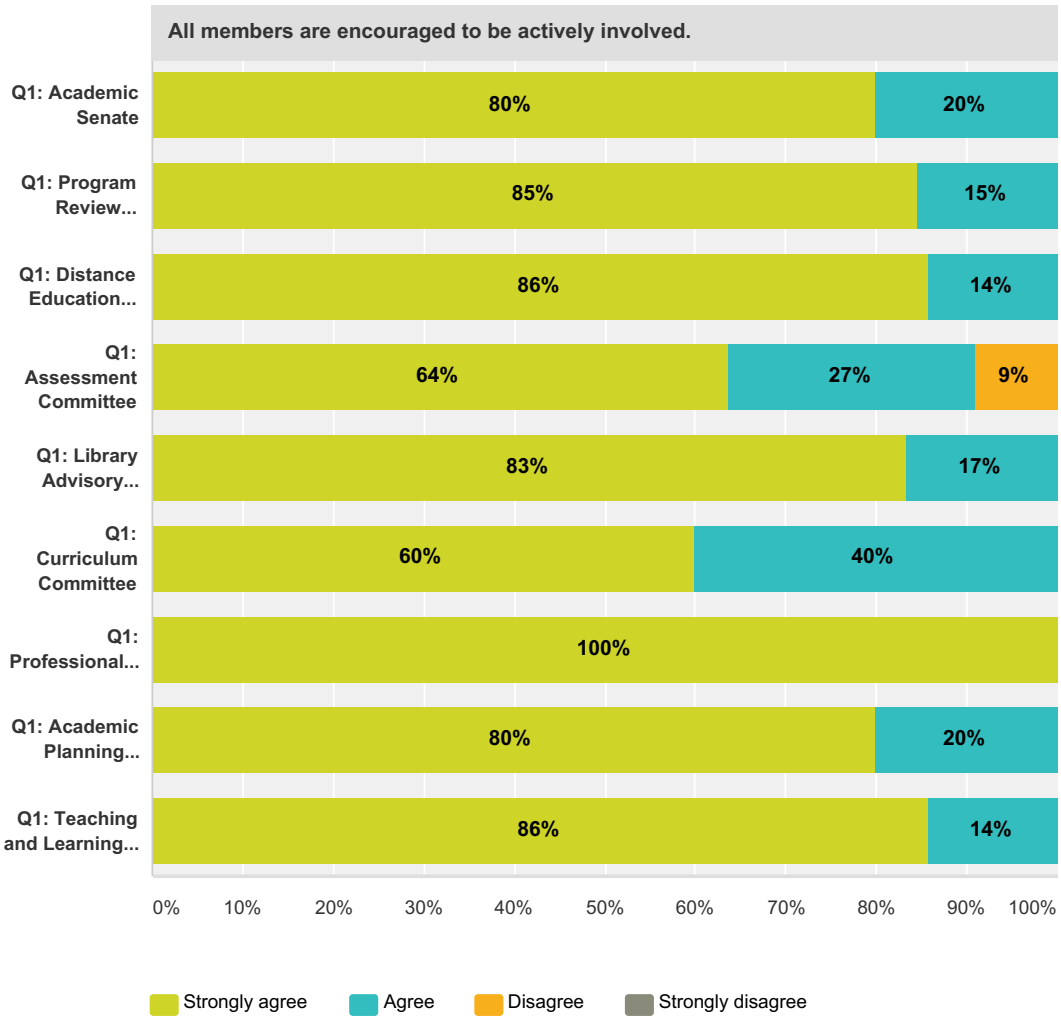


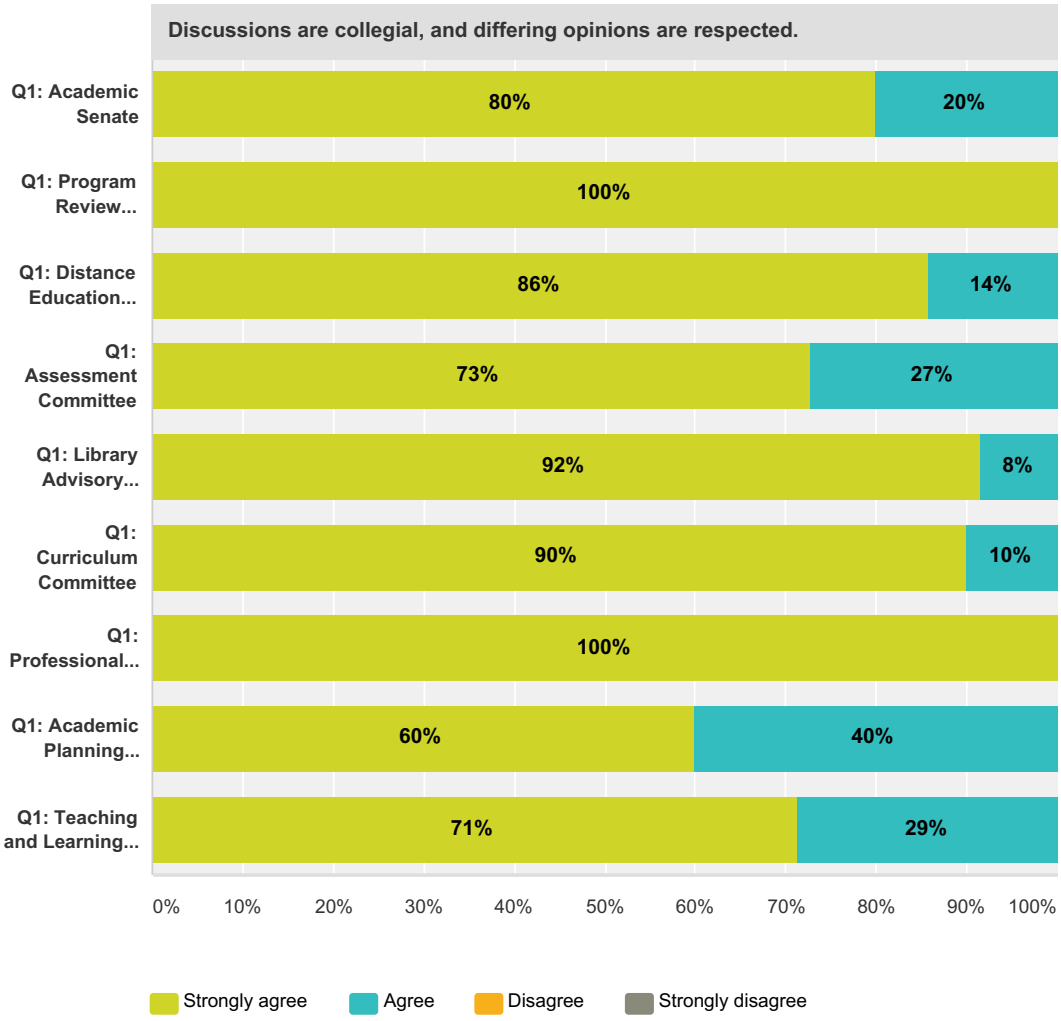
	Yes	No	Total
Q1: Academic Senate	**100%** 9	**0%** 0	**10%** 9
Q1: Program Review Committee	**100%** 13	**0%** 0	**15%** 13
Q1: Distance Education Committee	**100%** 7	**0%** 0	**8%** 7
Q1: Assessment Committee	**100%** 11	**0%** 0	**13%** 11
Q1: Library Advisory Committee	**100%** 12	**0%** 0	**14%** 12
Q1: Curriculum Committee	**100%** 10	**0%** 0	**11%** 10
Q1: Professional Development Committee	**100%** 7	**0%** 0	**8%** 7

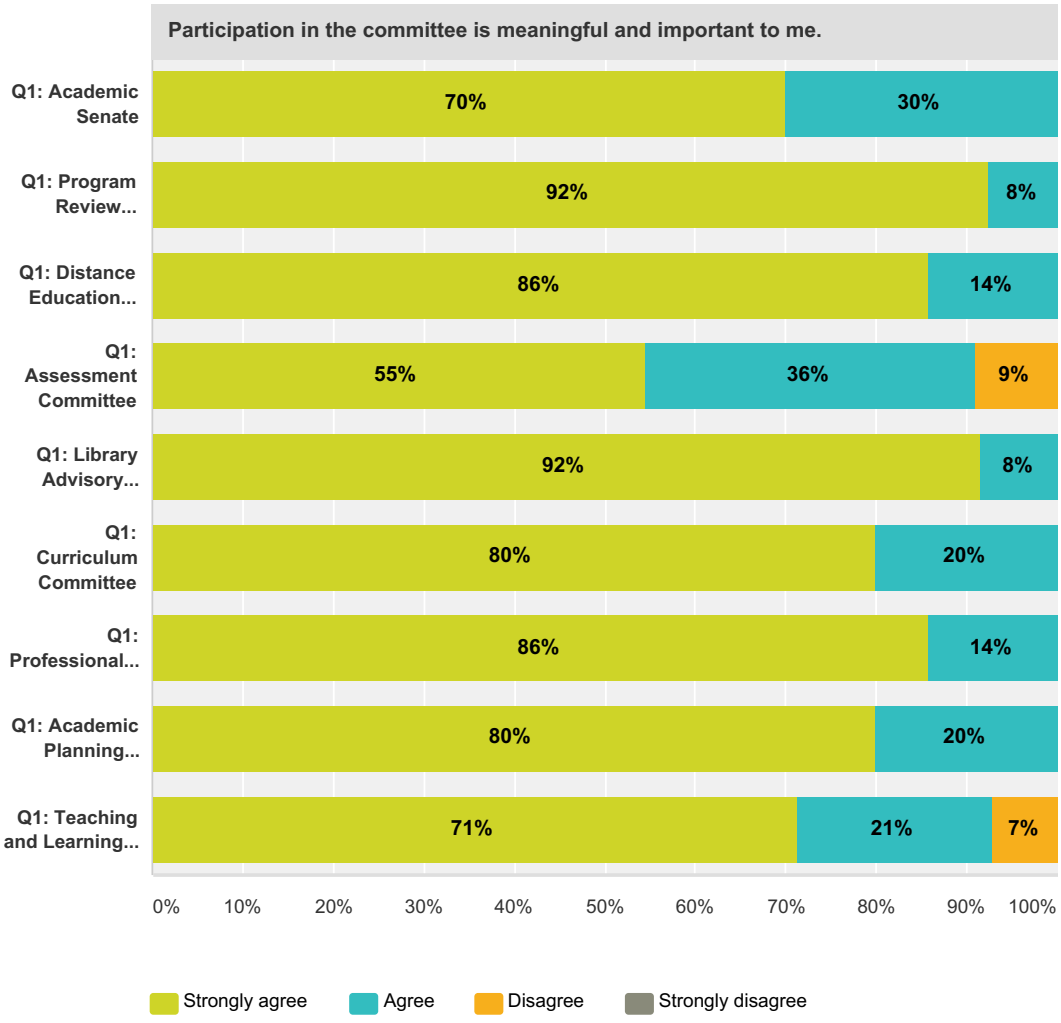
Q1: Academic Planning Council	**100%** 5	**0%** 0	**6%** 5
Q1: Teaching and Learning Committee	**93%** 13	**7%** 1	**16%** 14
Total Respondents	87	1	88

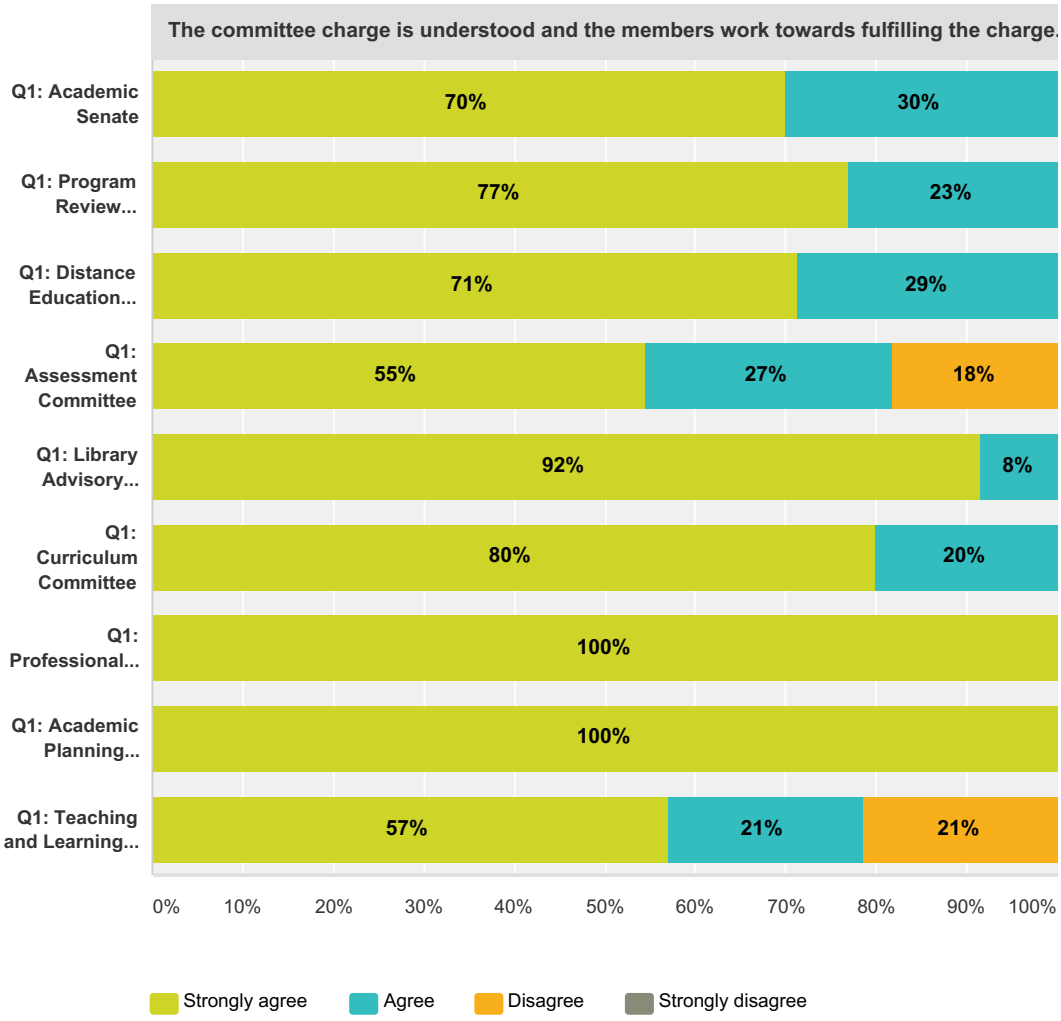
Q6 Please rate your level of agreement with the following statements:

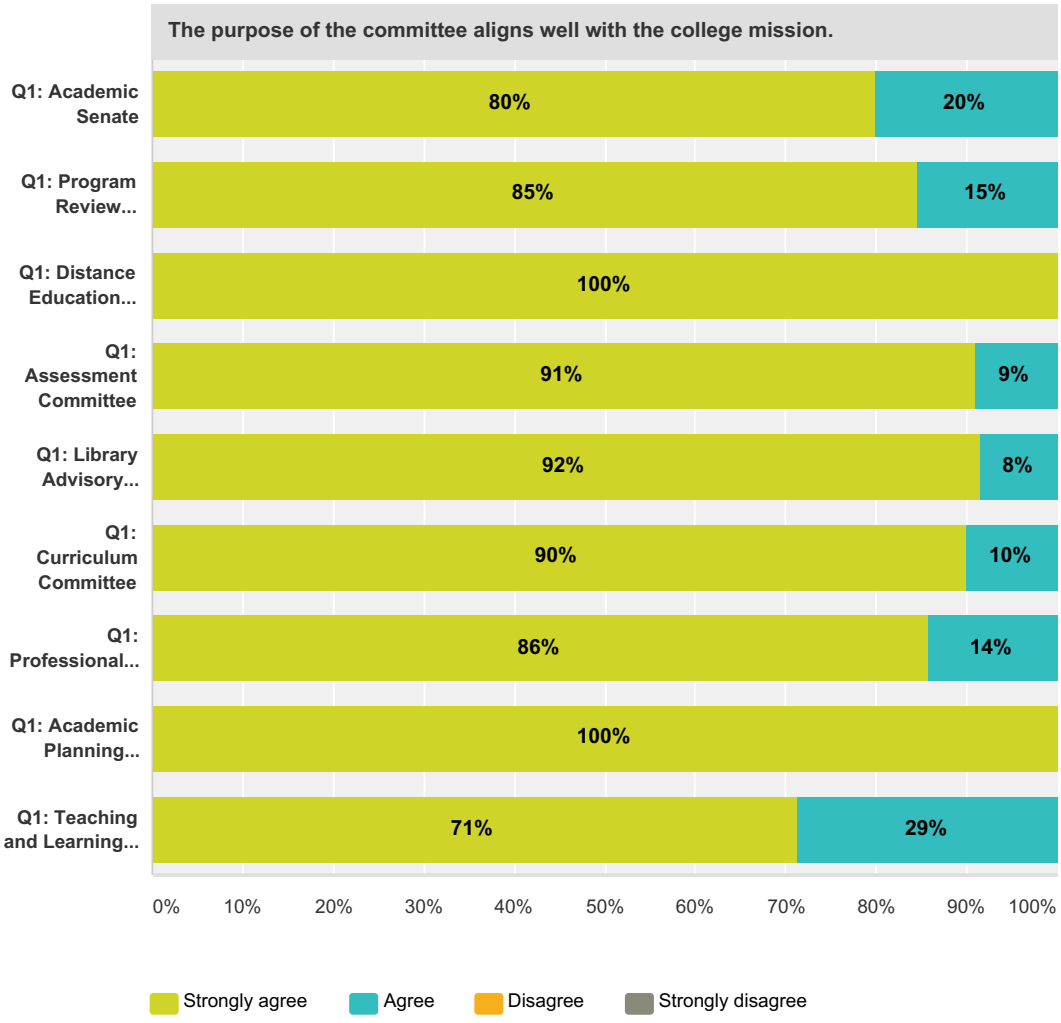
Answered: 89 Skipped: 0

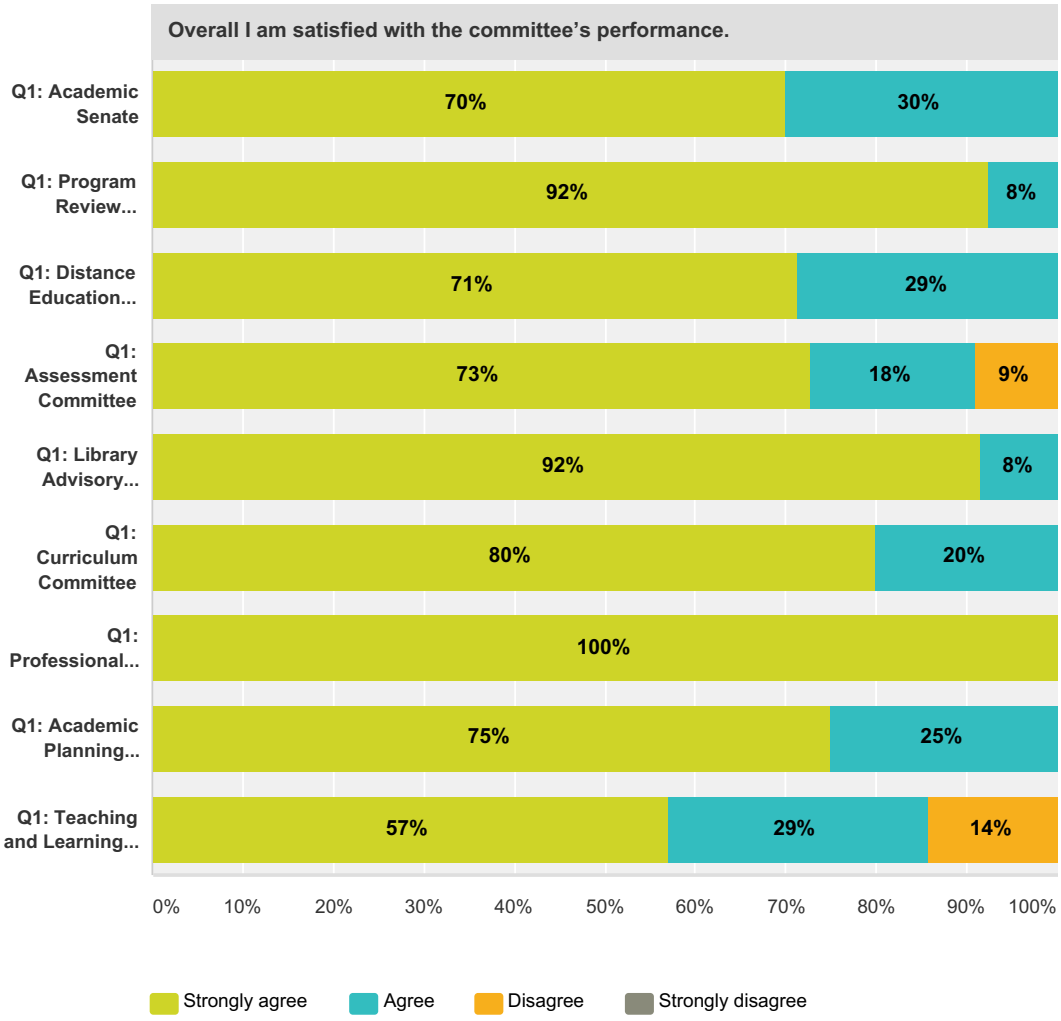



Discussions are collegial, and differing opinions are respected.
Q1: Academic Senate
80%
20%
Q1: Program Review...
100%
Q1: Distance Education...
86%
14%
Q1: Assessment Committee
73%
27%
Q1: Library Advisory...
92%
8%
Q1: Curriculum Committee
90%
10%
Q1: Professional...
100%
Q1: Academic Planning...
60%
40%
Q1: Teaching and Learning...
71%
29%
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%
Strongly agree
Agree
Disagree
Strongly disagree


Participation in the committee is meaningful and important to me.
Q1: Academic Senate
70%
30%
Q1: Program Review...
92%
8%
Q1: Distance Education...
86%
14%
Q1: Assessment Committee
55%
36%
9%
Q1: Library Advisory...
92%
8%
Q1: Curriculum Committee
80%
20%
Q1: Professional...
86%
14%
Q1: Academic Planning...
80%
20%
Q1: Teaching and Learning...
71%
21%
7%
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%
Strongly agree
Agree
Disagree
Strongly disagree


The committee charge is understood and the members work towards fulfilling the charge.
Q1: Academic Senate
70%
30%
Q1: Program Review...
77%
23%
Q1: Distance Education...
71%
29%
Q1: Assessment Committee
55%
27%
18%
Q1: Library Advisory...
92%
8%
Q1: Curriculum Committee
80%
20%
Q1: Professional...
100%
Q1: Academic Planning...
100%
Q1: Teaching and Learning...
57%
21%
21%
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%
Strongly agree
Agree
Disagree
Strongly disagree


The purpose of the committee aligns well with the college mission.
Q1: Academic Senate
80%
20%
Q1: Program Review...
85%
15%
Q1: Distance Education...
100%
Q1: Assessment Committee
91%
9%
Q1: Library Advisory...
92%
8%
Q1: Curriculum Committee
90%
10%
Q1: Professional...
86%
14%
Q1: Academic Planning...
100%
Q1: Teaching and Learning...
71%
29%
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%
Strongly agree
Agree
Disagree
Strongly disagree



All members are encouraged to be actively involved.	Strongly agree	Agree	Disagree	Strongly disagree	Total
Q1: Academic Senate	**80%** 8	**20%** 2	**0%** 0	**0%** 0	**11%** 10
Q1: Program Review Committee	**85%** 11	**15%** 2	**0%** 0	**0%** 0	**15%** 13
Q1: Distance Education Committee	**86%** 6	**14%** 1	**0%** 0	**0%** 0	**8%** 7
Q1: Assessment Committee	**64%** 7	**27%** 3	**9%** 1	**0%** 0	**12%** 11
Q1: Library Advisory Committee	**83%** 10	**17%** 2	**0%** 0	**0%** 0	**13%** 12
Q1: Curriculum Committee	**60%** 6	**40%** 4	**0%** 0	**0%** 0	**11%** 10
Q1: Professional Development Committee	**100%** 7	**0%** 0	**0%** 0	**0%** 0	**8%** 7
Q1: Academic Planning Council	**80%** 4	**20%** 1	**0%** 0	**0%** 0	**6%** 5
Q1: Teaching and Learning Committee	**86%** 12	**14%** 2	**0%** 0	**0%** 0	**16%** 14

Discussions are collegial, and differing opinions are respected.					
	Strongly agree	Agree	Disagree	Strongly disagree	Total
Q1: Academic Senate	80% 8	20% 2	0% 0	0% 0	11% 10
Q1: Program Review Committee	100% 13	0% 0	0% 0	0% 0	15% 13
Q1: Distance Education Committee	86% 6	14% 1	0% 0	0% 0	8% 7
Q1: Assessment Committee	73% 8	27% 3	0% 0	0% 0	12% 11
Q1: Library Advisory Committee	92% 11	8% 1	0% 0	0% 0	13% 12
Q1: Curriculum Committee	90% 9	10% 1	0% 0	0% 0	11% 10
Q1: Professional Development Committee	100% 7	0% 0	0% 0	0% 0	8% 7
Q1: Academic Planning Council	60% 3	40% 2	0% 0	0% 0	6% 5
Q1: Teaching and Learning Committee	71% 10	29% 4	0% 0	0% 0	16% 14

Participation in the committee is meaningful and important to me.					
	Strongly agree	Agree	Disagree	Strongly disagree	Total
Q1: Academic Senate	70% 7	30% 3	0% 0	0% 0	11% 10
Q1: Program Review Committee	92% 12	8% 1	0% 0	0% 0	15% 13
Q1: Distance Education Committee	86% 6	14% 1	0% 0	0% 0	8% 7
Q1: Assessment Committee	55% 6	36% 4	9% 1	0% 0	12% 11
Q1: Library Advisory Committee	92% 11	8% 1	0% 0	0% 0	13% 12
Q1: Curriculum Committee	80% 8	20% 2	0% 0	0% 0	11% 10
Q1: Professional Development Committee	86% 6	14% 1	0% 0	0% 0	8% 7
Q1: Academic Planning Council	80% 4	20% 1	0% 0	0% 0	6% 5
Q1: Teaching and Learning Committee	71% 10	21% 3	7% 1	0% 0	16% 14

The committee charge is understood and the members work towards fulfilling the charge.					
	Strongly agree	Agree	Disagree	Strongly disagree	Total
Q1: Academic Senate	70% 7	30% 3	0% 0	0% 0	11% 10
Q1: Program Review Committee	77% 10	23% 3	0% 0	0% 0	15% 13
Q1: Distance Education Committee	71% 5	29% 2	0% 0	0% 0	8% 7

Q1: Assessment Committee	**55%** 6	**27%** 3	**18%** 2	**0%** 0	**12%** 11
Q1: Library Advisory Committee	**92%** 11	**8%** 1	**0%** 0	**0%** 0	**13%** 12
Q1: Curriculum Committee	**80%** 8	**20%** 2	**0%** 0	**0%** 0	**11%** 10
Q1: Professional Development Committee	**100%** 7	**0%** 0	**0%** 0	**0%** 0	**8%** 7
Q1: Academic Planning Council	**100%** 5	**0%** 0	**0%** 0	**0%** 0	**6%** 5
Q1: Teaching and Learning Committee	**57%** 8	**21%** 3	**21%** 3	**0%** 0	**16%** 14

The purpose of the committee aligns well with the college mission.

	Strongly agree	Agree	Disagree	Strongly disagree	Total
Q1: Academic Senate	**80%** 8	**20%** 2	**0%** 0	**0%** 0	**11%** 10
Q1: Program Review Committee	**85%** 11	**15%** 2	**0%** 0	**0%** 0	**15%** 13
Q1: Distance Education Committee	**100%** 7	**0%** 0	**0%** 0	**0%** 0	**8%** 7
Q1: Assessment Committee	**91%** 10	**9%** 1	**0%** 0	**0%** 0	**12%** 11
Q1: Library Advisory Committee	**92%** 11	**8%** 1	**0%** 0	**0%** 0	**13%** 12
Q1: Curriculum Committee	**90%** 9	**10%** 1	**0%** 0	**0%** 0	**11%** 10
Q1: Professional Development Committee	**86%** 6	**14%** 1	**0%** 0	**0%** 0	**8%** 7
Q1: Academic Planning Council	**100%** 5	**0%** 0	**0%** 0	**0%** 0	**6%** 5
Q1: Teaching and Learning Committee	**71%** 10	**29%** 4	**0%** 0	**0%** 0	**16%** 14

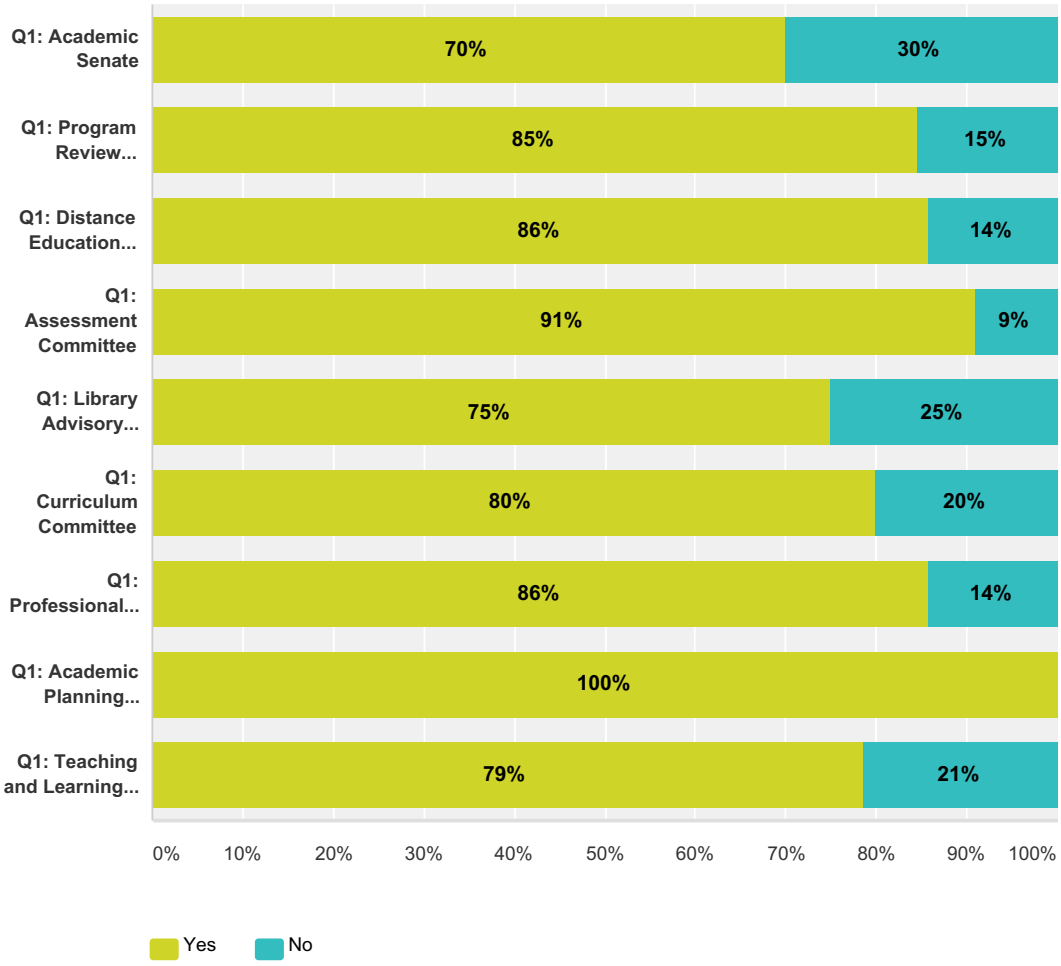
Overall I am satisfied with the committee's performance.

	Strongly agree	Agree	Disagree	Strongly disagree	Total
Q1: Academic Senate	**70%** 7	**30%** 3	**0%** 0	**0%** 0	**11%** 10
Q1: Program Review Committee	**92%** 12	**8%** 1	**0%** 0	**0%** 0	**15%** 13
Q1: Distance Education Committee	**71%** 5	**29%** 2	**0%** 0	**0%** 0	**8%** 7
Q1: Assessment Committee	**73%** 8	**18%** 2	**9%** 1	**0%** 0	**12%** 11
Q1: Library Advisory Committee	**92%** 11	**8%** 1	**0%** 0	**0%** 0	**13%** 12
Q1: Curriculum Committee	**80%** 8	**20%** 2	**0%** 0	**0%** 0	**11%** 10
Q1: Professional Development Committee	**100%** 7	**0%** 0	**0%** 0	**0%** 0	**8%** 7

Q1: Academic Planning Council	**75%** 3	**25%** 1	**0%** 0	**0%** 0	**4%** 4
Q1: Teaching and Learning Committee	**57%** 8	**29%** 4	**14%** 2	**0%** 0	**16%** 14

Q7 Do you regularly communicate with the members of the constituent group you represent regarding key items discussed and actions taken during committee meetings?

Answered: 89 Skipped: 0



	Yes	No	Total
Q1: Academic Senate	**70%** 7	**30%** 3	**11%** 10
Q1: Program Review Committee	**85%** 11	**15%** 2	**15%** 13
Q1: Distance Education Committee	**86%** 6	**14%** 1	**8%** 7
Q1: Assessment Committee	**91%** 10	**9%** 1	**12%** 11
Q1: Library Advisory Committee	**75%** 9	**25%** 3	**13%** 12
Q1: Curriculum Committee	**80%** 8	**20%** 2	**11%** 10

Q1: Professional Development Committee	**86%** 6	**14%** 1	**8%** 7
Q1: Academic Planning Council	**100%** 5	**0%** 0	**6%** 5
Q1: Teaching and Learning Committee	**79%** 11	**21%** 3	**16%** 14
Total Respondents	73	16	89

Q8 Is there something that you would recommend to help the committee function more effectively?

Answered: 34 Skipped: 55

	Is there something that you would recommend to help the committee function more effectively?	Total
Q1: Academic Senate	**100%** 3	**9%** 3
Q1: Program Review Committee	**100%** 5	**15%** 5
Q1: Distance Education Committee	**100%** 3	**9%** 3
Q1: Assessment Committee	**100%** 3	**9%** 3
Q1: Library Advisory Committee	**100%** 3	**9%** 3
Q1: Curriculum Committee	**100%** 5	**15%** 5
Q1: Professional Development Committee	**100%** 2	**6%** 2
Q1: Academic Planning Council	**100%** 2	**6%** 2
Q1: Teaching and Learning Committee	**100%** 8	**24%** 8
Total Respondents	34	34

#	Q1: Academic Senate	Date
1	I feel the meetings need more time on a consistent basis or shorter more frequent. It seems that there is always more than we can address.	5/12/2017 4:17 AM
2	I think we often talk about being inclusive, but at our campus and most campuses the voice of those who have a conservative perspective on issues is not welcomed nor does it want to be heard. Therefore those individuals who have a more conservative perspective on issues tend to keep their mouths shut, rather than speak out. While I like to think that Norco is inclusive, I have found this present at our campus as well.	4/27/2017 9:45 PM
3	N/A	4/27/2017 11:40 AM

#	Q1: Program Review Committee	Date
1	Too much abbreviation makes confusion.	5/1/2017 10:23 PM
2	This committee had to work through a significant transition with program reviews this year and due to the work of the committee to see it through, we have introduced the new process starting 2017-18.	4/28/2017 10:28 AM
3	Stronger connection between scores and resources/money that is allocated by the college.	4/27/2017 8:16 AM
4	The committee functions very well, thanks to effective leadership who are knowledgeable and wonderful to work with. Although the committee clearly understands and works hard to maintain the function of program review as a way for units to review and improve their goals and outcomes as well as their place within the institution's mission, sometimes I think we (and our colleagues who aren't on the committee, too) lose sight of the fact that program review isn't done just because someone says we have to. Of course, it's true that accreditation requires it, and program review is a lot of work. (Would we choose this extra work if we didn't have to?) But program review is an opportunity to cultivate our own quality control--and to plan strategically--within our units of the college. Maybe this already is happening more than I'm aware, but perhaps we might more often acknowledge that benefit and purpose as we talk about program review, both among ourselves and with colleagues outside the committee.	4/27/2017 3:55 AM

5	It has been a joy to serve on program review this academic year. I feel that we are finally making strides to improve the program review process and fix many of the long-standing concerns of faculty/staff who complete PR. It feels good to know we're making life at the college better and more effective.	4/27/2017 3:44 AM
#	**Q1: Distance Education Committee**	**Date**
1	Knowledge of the transition to canvas or the continuation of BlackBoard.	4/28/2017 2:34 PM
2	It might be more efficient to change the meeting times so that 1) More faculty could serve on the committee, and 2) An extended meeting time of about 1.5 hours could facilitate more efficient addressing of committee issues. When the committee met on Wednesday afternoons we seemed to get not only a great deal of responsible work completed, but were also able to have robust, collegial and productive conversations about relevant issues concerning DE. We might seriously consider and implement (as we have often discussed in session) the potential for attending and facilitating the meetings (at least once a semester) in the virtual format. As a Distance Ed. committee it would seem appropriate and progressive given the nature of the charges.	4/28/2017 3:48 AM
3	Broader participation from the faculty as a whole--discipline representation. If the college wants to create a stronger culture of DE, then a couple of actions would go a long way toward that goal: 1) give the chair reassign time, 2) administrative/secretarial support, 3) programmed substantial professional development.	4/27/2017 5:17 AM
#	**Q1: Assessment Committee**	**Date**
1	I think every thing well organized.	5/1/2017 10:28 PM
2	A specific meeting time and place that can be honored (easier said than done, I know). More clarity in regards to how the committee functions/who is involved in decision making/role of committee members.	4/27/2017 3:51 AM
3	find a meeting time where we don't have to cancel as often	4/26/2017 7:12 AM
#	**Q1: Library Advisory Committee**	**Date**
1	Like all of Norco College, this committee works well together with everyone contributing and caring about the success of the library, the success of our students, and genuinely caring about each other. Norco College's library is more than a quiet place to study successfully, it is also a place that provides meaningful activities and events that cause many people to be aware and become involved.	5/15/2017 12:47 PM
2	It might help to actively solicit more student participation on the committee and perhaps offer some sort of incentive so that students feel a sense of responsibility and service.	4/28/2017 3:37 AM
3	N/A	4/27/2017 11:38 AM
#	**Q1: Curriculum Committee**	**Date**
1	Training on distance ed requirements	5/1/2017 4:49 AM
2	N/A	4/27/2017 11:38 AM
3	Regarding #7, all the discussion takes place during the meetings, so there is no need to discuss key items or actions taken outside of that space and time, unless it's a discipline-specific issue, in which case, I would bring it up in my discipline meeting. :)	4/27/2017 4:04 AM
4	The minutes seem to be written more like a transcript of what was said, rather than a summary. I'd like to see some improvements to the minutes. Some of the committee members never participate and even have side bar conversations during the meeting and it is distracting to me when I'm trying to listen. Curriculum is a really important part of our college and I think all the members should participate and contribute to the meetings.	4/27/2017 3:10 AM
5	Nicole does a great job! Brian too.	4/27/2017 2:25 AM
#	**Q1: Professional Development Committee**	**Date**
1	Melissa is an awesome leader!	5/13/2017 5:21 AM
2	N/A	5/10/2017 8:36 AM
#	**Q1: Academic Planning Council**	**Date**
1	As the group largely responsible for developing class schedules, I would like to strongly recommend an established policy and procedure on the processes involved with creating schedules, including space assignments, number of sections per discipline, and order of priority for courses to be taught. I would also like to suggest creation of 3 - 5 year model for course sequencing so that students and faculty can better anticipate course offerings as part of the education planning process.	5/11/2017 4:24 AM
2	decaffeinated coffee	5/10/2017 7:31 AM
#	**Q1: Teaching and Learning Committee**	**Date**

1	Perhaps keeping the faculty on track. I'm not sure how to do this. I love so many aspects of this committee but just want more direction when it comes to objectives for each meeting.	5/11/2017 5:40 AM
2	This is an interesting committee with some terrific members. However, I feel like TLC meetings need to be a bit more focused. People seem to get side tracked easily and ofter lose sight of what's trying to be accomplished.	5/10/2017 10:27 PM
3	I recommend the following: 1. committee members should more clearly define the role and the types of contributions needed to justify the TLC as a standing committee. 2. Put pressing matters first on the agenda and don't have speakers come to the meeting (or give them much less time) if it does not pertain to something that has a looming deadline that needs to be decided. 3. Help monitor faculty who go on lengthy tangents which take away from productivity. 4. Start the meeting at 12:50 (not 1pm or after). Assign a backup person to get the meeting started promptly if someone who regularly runs the meeting is not able to start it on time. 5. Summarize the decisions that were agreed on from the committee at the end of each meeting. 6. I get the impression that some things seem to be decided outside the meeting. I recommend that all ideas be presented and discussed at the meetings so adequate input from faculty can be provided so that a definite decision can be made and clearly stated prior to the close of the meeting.	5/10/2017 8:25 AM
4	We need to stay on topic. There are so many issues faculty want to discuss, it is easy to get off-track.	5/10/2017 7:26 AM
5	Clearer direction	5/1/2017 4:53 AM
6	Dominique and Quinton have done a wonderful job in coordinating the TLC. It provides an excellent opportunity for interdisciplinary discussions between faculty. These are my favorite meetings and not only because of the great snacks and coffee provided!	4/27/2017 3:02 PM
7	My main concern at this point has more than anything to do with the fact that the committee is new. With that in mind, my concern is that at the moment, the committee's purpose--in particular, what concrete steps it can take to improve Norco--seems somewhat vague. While the upcoming teaching conference in the fall is a great first step, I'm hopeful that the committee will push itself to continue to find new ways to make a practical impact on the life of students and faculty at NC.	4/26/2017 12:01 PM
8	Because we will be involved with the creation of workshops, activities, etc., I would like the opportunity to reflect prior to attending the meetings. I would not be opposed to reflective or brainstorming "homework". It might also be helpful to address some topics in small groups (with a time limit) to encourage even more participation. I truly enjoy this committee and feel very happy to be a part of it. I also appreciate the degree of communication that occurs between meetings and would love to see the committee evolve toward sharing more articles, ideas, etc. between meetings (via email). We might consider asking a question via email (once a month). For example: "What worked for you this week in terms of helping students maintain their focus during class?" Committee members could then reply all. This could help us develop lists of "best practices".	4/26/2017 8:20 AM

Q9 Please make suggestions on how this evaluation (survey) could be improved:

Answered: 13 Skipped: 76

	Please make suggestions on how this evaluation (survey) could be improved:	Total
Q1: Academic Senate	**100%** 2	**15%** 2
Q1: Program Review Committee	**100%** 3	**23%** 3
Q1: Distance Education Committee	**0%** 0	**0%** 0
Q1: Assessment Committee	**100%** 1	**8%** 1
Q1: Library Advisory Committee	**100%** 1	**8%** 1
Q1: Curriculum Committee	**100%** 2	**15%** 2
Q1: Professional Development Committee	**100%** 1	**8%** 1
Q1: Academic Planning Council	**0%** 0	**0%** 0
Q1: Teaching and Learning Committee	**100%** 3	**23%** 3
Total Respondents	13	13

#	Q1: Academic Senate	Date
1	Add sometimes to some of these questions, it isn't always a yes or no.	4/27/2017 9:45 PM
2	N/A	4/27/2017 11:40 AM
#	**Q1: Program Review Committee**	**Date**
1	Our meetings are very organized and disciplined, I do not see any short comings.	5/1/2017 10:23 PM
2	The survey is fine as is.	4/28/2017 10:28 AM
3	None	4/27/2017 8:16 AM
#	**Q1: Distance Education Committee**	**Date**
	There are no responses.	
#	**Q1: Assessment Committee**	**Date**
1	Meetings times scheduled to College hours.	5/1/2017 10:28 PM
#	**Q1: Library Advisory Committee**	**Date**
1	N/A	4/27/2017 11:38 AM
#	**Q1: Curriculum Committee**	**Date**
1	N/A	4/27/2017 11:38 AM
2	#7 could be a little more clear. I'm not sure what "regularly" means in this context.	4/27/2017 4:04 AM
#	**Q1: Professional Development Committee**	**Date**
1	N/A	5/10/2017 8:36 AM
#	**Q1: Academic Planning Council**	**Date**

	There are no responses.	
#	**Q1: Teaching and Learning Committee**	**Date**
1	Could you have something that allows you to write in what is working well? It would be nice to point out these as well.	5/11/2017 5:40 AM
2	Give more options. Disagree and agree are two extremes in a range of possible answers. Add options such as "somewhat agree", "somewhat disagree", "no comment" or "not enough information to comment". Questions 3,4, 5 and 7 should have the option of "somewhat" like what was provided for question 2.	5/10/2017 8:25 AM
3	I like the question that is related to collegiality and respect! With all committees, I think it's important to tap into the degree of professionalism that is present.	4/26/2017 8:20 AM