

NORCO COLLEGE
PROGRAM REVIEW MEETING MINUTES
October 26, 2017
IT 218

Members:

Dr. Alexis Gray..... Social & Behavioral Sciences (Co-Chair)
Dr. Kevin Fleming..... Dean of Instruction, Career and Technical Education (Co-Chair)
Jim Reeves.....Interim Vice President, Business Services
Dr. Greg Aycock.....Dean, Institutional Effectiveness
Beverly Wimer..... Sciences and Kinesiology
Joseph DeGuzman.....Math
Stephen ParkMath
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 VasquezASNC

Members Absent:

Dr. Jason Parks.....Interim Dean of Instruction
Dr. Samuel LeeInterim Vice President of Academic Affairs
Dr. Monica Green Vice President, Student Services
Dr. Dominique HitchcockArts, Humanities, & World Languages

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 – October 26, 2017 (MSC: G. Zwart/ L. Adams)
Committee Approved.

C. Approval of Minutes – September 28, 2017 (MSC: T. Russell/ K. Anderson)
Committee Approved.

D. Action Item: NONE

E. Discussion Items:

1. **Administrative Program Review reading progress report:** We assigned the faculty and administrative reviewers. Final list has been made and distributed. Nicole will also check the links and submitted reports to make sure they are correct. Nicole will send out the rubric and web-links to the Administrative Program Review committee members. The due date is November 9th.
2. **TracDat Implementation:** The process is going very slowly and there is confusion on what Program Review needs. The programmers have been focused on assessment and mapping the Educational Master plan. Dr. Gray has been supplying the programmers with the feedback but the way they are asking for information is taking a lot longer than we expected.

The programmers can't make the TCO embedded or do things that we consider fairly basic. The forms are exactly the same when you are asking for a computer to asking for staff. This can be a huge issue for us. They don't do tables. They cannot do justifications of resources and they are unable to tie the table to the specific request. It's surprising they are stating this because Moreno Valley college is doing this. Dr. Gray and Dr. Fleming discussed that if by November 15th they have not received anything practical out of them, we might need to re-think this option. The confidence in their ability to meet our needs are questionable. Access software might be a workable substitute of TracDat doesn't work out. More research into that option will need to be made. Google Docs was suggested and Dr. Gray will talk to Dr. Adams about that option.

F: Information Item:

1. **Curriculum Changes impact:** Everyone will be updating their COR's in April of 2018 as necessary for Program Review as usual. The plan is to delay that implementation. Brian Johnson will be going to the District curriculum committee and proposed to delay the update of the COR's to include objectives until after our next accreditation visit after 2020. He will try to get our colleagues to see if they will defer the requirement, but the faculty will be able to COR at any point in time and modify them to include the objectives and SLO's. Proper guidance and communication will be forthcoming from the Curriculum committee and Assessment committee to what the definitions are and clarity as to what that distinction is. The tentative plan from curriculum was to start next fall the COR's will be kicked back if it didn't have objectives, but now we are going to see if we can get that delayed by two years. By fall 2020, after our visit, you must have objectives in your COR's. This is a RCCD Curriculum concern that affects all three colleges. Regardless of what the RCCD does the deadline is September 20, 2018.

It was encouraged that the Program Review committee representatives to talk to their departments. We want your unit to have those discussions to make it a meaningful process. Suggestions to make a "reminder announcement" at the Committee of the Whole meeting on December 7th.

2. **TracDat implementation time-line:** Has been pushed to January 19, 2018. Will update the old form to prepare. All comprehensive reports are due from all disciplines by April 20th. Would like to envision a workshop training 3 times a month, so bring your Program Review and help will be available. 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:

1. Nicole noticed some errors on the Administrative Program Review rubric and received approval from Dr. Gray and Dr. Fleming to make those revisions before she sends them out to the committee. Removal of question 2. Nicole will also send the updated rubric to be posted online.

Next Meeting: November 9, 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.