

NORCO COLLEGE
PROGRAM REVIEW MEETING MINUTES
April 26, 2018
IT 218

Members:

Dr. Alexis Gray..... Social & Behavioral Sciences (Co-Chair)
Dr. Kevin Fleming..... Dean of Instruction, Career and Technical Education (Co-Chair)
Dr. Greg Aycock.....Dean, Institutional Effectiveness
Jim Reeves.....Interim Vice President, Business Services
Dr. Samuel LeeInterim Vice President of Academic Affairs
Dr. Monica Green Vice President, Student Services
Dr. Marshall Fulbright.....Dean of Instruction
Dr. Tim Russell..... Social & Behavioral Sciences
Kris Anderson..... Communications
Quinton Bemiller..... Arts, Humanities, & World Languages
Dr. Gail Zwart.....Business, Engineering & Information Technologies
Beverly Wimer..... Sciences and Kinesiology

Members Absent:

Dr. Khalil Andacheh.....Social & Behavioral Sciences
Dr. Jason Parks.....Dean of Instruction
Joseph DeGuzman.....Math
Stephen ParkMath
Dr. Laura Adams..... Social & Behavioral Sciences
Dr. Dominique HitchcockArts, Humanities, & World Languages
Jennifer VasquezASNC

Committee Support Administrator:

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

- A. Approval of Agenda – April 26, 2018** MSC: G. Zwart/K. Anderson * Committee Approved.
- B. Approval of Minutes – March 22, 2018** MSC: G. Zwart/G. Aycock * 2 abstained. Committee Approved.
- C. Action Item: NONE**
- D. Discussion Items:**
 - 1. **Norming Session:** Dr. Gray went over the process for the review and committee discussed the process. Nicole provided the assignment list to the committee members.
- E. Information Item:**
 - 1. **Time line for PR reviews:** Program Review due date is May 1st and their resource request will be pulled the following day on May 2nd. Nicole will create all the reports and have them posted online. Dr. Gray will send out the rubrics and notice that the reports are ready to be reviewed, scored and returned by May 24th. Dr, Gray will create a SharePoint point site and inform the committee when it's ready.
 - 2. **Assessment portion questions:** There will be no assessment section this year, but will be in the next year.

3. **Software implementation glitches:** The Resource edit broke and some people didn't see the whole form that didn't load fully. The three master lists had missing sections. If you have edits, only Dr. Gray can make edits to the document once it is saved. Discussion on the need to develop a process to find out who is responsible for the units of their program review.
4. **DPR:** District Program review committee did not meet. GAP analysis on the program review. We might need ways to demonstrate district wide collaboration. Shared governance of institution. Need to start documenting quality improvement and assessing those sections. Dr. Gray will create a form rubric that has qualitative categories that will help with the focus on the feedback. This will be helpful to steer the people into the direction of the goals. The goal is to verify if the report is either complete or incomplete; that every question has been answered; retention measured; success measured; and to read the report to understand what the unit wants.

F. Good of the Order: NONE

Next Meeting: May 24, 2018

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.