

NORCO COLLEGE
PROGRAM REVIEW MEETING MINUTES
May 24, 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 LeeVice President of Academic Affairs
Dr. Monica Green Vice President, Student Services
Dr. Tim Russell..... Social & Behavioral Sciences
Dr. Laura Adams..... Social & Behavioral Sciences
Joseph DeGuzman.....Math
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. Marshall Fulbright.....Dean of Instruction
Dr. Jason Parks.....Dean of Instruction
Stephen ParkMath
Dr. Dominique Hitchcock Arts, Humanities, & World Languages
Jennifer VasquezASNC

Committee Support Administrator:

Nicole C. Brown..... Office of Academic Affairs

A. Approval of Agenda – May 24, 2018 MSC: Q. Bemiller/K. Anderson * Committee Approved.

B. Approval of Minutes – April 26, 2018 MSC: G. Zwart/K. Fleming * 1 abstained. Committee Approved.

C. Action Item: ESL 2017 Program Review. Discussion among the committee to accept this late return. It was verified that we will not entertain their 2017 resource request since they were late in their submission. Nicole will add a text box listing the date received on their first page, and post to the PR website.

Motion: To accept ESP 2017 Program Review report with a time/date stamp.

***Approved, 1 abstained.**

D. Discussion Items:

1. **Survey of Effectiveness:** Dr. Gray went over our results and compared how we have made improvements based from last year's survey.

2. Rubric After action report/Suggestions

- i) **Instructional: More questions and cumbersome than the other rubrics.**
- ii) **Administrative: Very user friendly and flowed well.**
- iii) **Student Services: Easy to understand and focused.**

Dr. Gray spoke about sending out a survey to the college on their opinion of the program review and another survey to the committee on how we felt the new rubric worked.

E. Information Item:

1. **PR Completion Rate:** We have a 100% completion rate and met our ACCJC goal. The ENG-ARE didn't submit a report because they didn't have a full-time faculty. The video was very helpful as a guide to the authors when Sociology did submit theirs but a glitch in Nuventive caused the report to be deleted. We are not submitting a score and informing the author that "all is well" and Dr. Gray will look at each of the reports and provide individual suggestions on how they can improve on their next report. We need to ask questions for the following meeting:
 - **Weight of PR score in relation to request ranking. Does the score matter?**
 - **How do we honor or reward those PR reports that are exemplary?**
 - **What is the right scope and depth of what we should be asking for in a program review report?**
2. **PR Return dates:** Dr. Gray is planning to double check the reports and return comments to the authors on what they can do to improve on their next report.
3. **DPR:** District Program Review committee has elected a new chair and Moreno Valley College is now hosting as District PR committee chair.

F. **Good of the Order:** In the new term (September), we are going to talk more about the new program review. Dr. Gray will have more data ready to talk about in greater detail.

Next Meeting: September 27, 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.