

**NORCO COLLEGE**  
**PROGRAM REVIEW MEETING MINUTES**  
September 27, 2018  
IT 218

**Members:**

Dr. Alexis Gray..... Social & Behavioral Sciences (Co-Chair)  
Dr. Marshall Fulbright.....Dean of Instruction (Co-Chair)  
Dr. Tim Russell..... Social & Behavioral Sciences  
Dr. Laura Adams..... Social & Behavioral Sciences  
Joseph DeGuzman.....Math  
Kris Anderson..... Communications  
Beverly Wimer..... Sciences and Kinesiology  
Damien Saelak ..... ASNC

**Members Absent:**

Dr. Greg Aycock.....Dean, Institutional Effectiveness  
Dr. Michael Collins ..... Vice President, Business Services  
Dr. Khalil Andacheh.....Social & Behavioral Sciences  
Dr. Jason Parks.....Dean of Instruction  
Quinton Bemiller..... Arts, Humanities, & World Languages  
Dr. Gail Zwart.....Business, Engineering & Information Technologies  
Stephen Park .....Math

**Committee Support Administrator:**

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

- A. Approval of Agenda – September 27, 2018** MSC: L. Adams/J. DeGuzman \* Committee Approved.
- B. Approval of Minutes – May 24, 2018** MSC: L. Adams/ K. Anderson \* 1 abstained. Committee Approved.
- C. Action Item:**
  - 1. Approval of 18/19 membership list:** Removal of Dr. Monica Green and add new ASNC representative. Committee discussed in rearranging our committee by ‘school’ in terms of membership. Our committee still needs someone from each department to report back on decisions.  
**Idea suggestion:** Have 1 representative from each department and 1 representative from each school. Committee agrees and motion to vote. The Program Review Committee goal is to reflect their membership as in having one representative from each department and one representative from each school. MSC: K. Anderson/ T. Russell. Approved.  
**To do:** Nicole will be emailing all members to identify attendance commitment and will report results in the next meeting.

**2. Meeting Times and Dates:** Since we are still receiving 'optional' annual updates to Program Review reports, our work load will be lighter in the Spring 2019 and in the Fall 2019 will be very light. Discussion to move the meetings in the college hour to hold our meetings in the spring 2019. We also much commit to do asynchronous meeting if we cannot complete the work during the college hour. Suggestion of holding voting via emails. In November 2018 we meet on the 2<sup>nd</sup> Thursday and December we are dark.

**To do:** Nicole will research 25Live to look at every 2<sup>nd</sup> or 4<sup>th</sup> Thursday each month for the spring 2019 term during college hour in room IT\*218 to see what is available. She will report her findings in an email to the co-chairs.

**D. Discussion Items: In the last meeting in May, Dr. Gray announced that we are going to discuss more about the new program review process. Dr. Gray will have more data ready to talk about in greater detail.**

**1. Annual Program Review Update (form and timeline):** Need to know if we are integrated into the process and are we asking the right questions?

**2. Weight of PR score in relation to request ranking. Does the score matter?** Need to know if we are integrated into the process and are we asking the right questions? Does the score matter? Dr. Gray hasn't received any requests for the score. Where does these scores go? Does it matter and what weight does it carry? This is unknown. In APC the Program Review scores held value but how it was applied was inconsistent. The process now needs to be more defined and transparent. Dr. Gray's question is 'what purpose it is being done'? Where is the value?

**To do:** We need to have a new form by January 18, 2019 for disciplines who want to do any updates to their Program Review reports.

**3. How do we honor or reward those PR reports that are exemplary?** Tabled. Did not discuss

**4. What is the right scope and depth of what we should be asking for in a program review report?** This is the big question. We need to figure out what is the right questions to ask in the program review to make sure it can integrate the assessment portion and where is the value of it. We need to make sure we are answering the questions we need as well as doing the work of the college.

**5. Program Review: The 'highlights' section needed to be expanded and to educate the authors.** Tabled. Did not discuss

**6. Results from survey's sent to the committee.** The issue is that the Program Review committee hasn't sent back the comments to the authors since we didn't score it.

**i. New rubrics:** Dr. Gray will work on the form and our committee has three years to figure it out on how to create a proper scoring method with this new process.

ii. **College survey on Program Review process.** We have 100% submittal of Program Reviews for discipline and Student Services. The Academic Affairs program review is empty. Dr. Fulbright will talk to Dr. Lee that his report wasn't submitted. The issue is that the Program Review committee hasn't sent back the comments to the authors since we didn't score it. The data is hard to extract individually. Should we summarize or tell each individually what was reviewed and the number of reviewers on the score? There is an issue with the form. Some areas were left blank when it should have said "not applied". We have met our Program Review completion goals. Now we need to link how Program Review links to assessment. This is an important goal for accreditation and for our college. Suggestion to report the review results is to pull the report and post it on the Program Review committee website. Just lists results on questions 2-14. Dr. Gray will work with Dr. Adams to refine the excel report.

**E. Information Item: None**

**F. Good of the Order: None**

**Next Meeting: October 25, 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.