NORCO COLLEGE
PROGRAM REVIEW MEETING MINUTES
December 1, 2016
IT 218

Members:
Dr. Alexis Gray…………………. Social & Behavioral Sciences
Beverly Wimer…………………. Math and Science
Dr. Kevin Fleming……………… Dean of Instruction, Career and Technical Education
Dr. Laura Adams……………….. Social & Behavioral Sciences
Kris Anderson………………….. Communications
Dr. Diane Dieckmeyer…………..Vice President of Academic Affairs
Quinton Bemiller……………….. Arts, Humanities, & World Languages
Dr. Carol Farrar…………………. Dean of Instruction
Dr. Tim Russell…………………. Social & Behavioral Sciences
Dr. Greg Aycock………………… Dean, Institutional Effectiveness
Dr. Khalil Andacheh…………….Social & Behavioral Sciences

Members Absent:
Dr. Gail Zwart………………….. Business, Engineering & Information Technologies
Dr. Koji Uesugi…………………...Dean of Student Services
Luis Velazio Miranda….……….. ASNC
Beth Gomez………………………Vice President, Business Services

Committee Support Administrator:
Nicole C. Brown……………… Office of the Dean of Instruction

Guest:
Hope Ell from Chaffey College
Misty Burruel from Chaffey College

A.   Meeting called to order at 2:05 p.m.

B.   Approval of Minutes – November 10, 2016 (MSC: K. Anderson/K. Andacheh)
Committee Approved.

C.   Information Item:

1.   **Model Program Review: Misty Burruel is an Associate Professor of Art and the faculty Co-Chair of the Chaffey College Program and Services Review Committee.** We had two representatives from Chaffey College come to Norco to speak about their program review model and answer any questions we have. They provided a helpful and detailed outline of their planning model. Everyone has a role in contributing and participating in writing the program review report. Active feedback from staff is highly encouraged. They are on a three-year cycle in which they write a full year review and then submit annual updates. Each discipline writes their own report and if the discipline has subdivisions, then that might be combined into the main report. They have a simple scoring system (3, 2 or 1) and if the report scored a (1) due to incompleteness or other factors, then that report isn't forwarded to the resource committee. Their reviewers are public and known. Not anonymous. There is always one primary contact for the program review. The data is listed on a separate document and then sent to them. It is not embedded in the report. The report writers need to justify why they 'need' it and just because it is a 'want'.

Training is offered two weeks before the new semester in January for both the writers and the readers. The first drafts are due in March and the finals are due in April.

Funding: If the item request is not funded, then it stays on the list for three years until they write a Program and Services Review (PSR) after the fourth year. If they do not write another PSR, then what was initially listed is then dropped off the list. So it is encouraged for the disciplines to write the report.

Report writing: For the annual updates, the writing time can take a few hours to complete, depending on the complexity and the comprehensive reports varies depending on the size of the department. They can add and remove goals.

D.   Action Item:

1.   Approval of template changes: Changes to question number 3. (MSC: K. Anderson/Q. Bemiller) and changes to the Equipment and Technology section (MSC: K. Anderson/L. Adams)

E.   Discussion:

1. TracDat Subcommittee. No update on the acquisition of the purchase of the TracDat software. The following people will be on the committee that will meet asynchronously: Nicole Brown, Alexis Gray, Laura Adams, Kevin Fleming and Greg Aycock.

F.   Good of the Order:

1. **For next Spring 2017, address the potential to rename the committee "Program and Services Review"**

Next Meeting: March 23, 2017   Voluntary meeting dates: January 19, 2017 & February 23, 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.