



**Program Review Committee
Minutes for May 27, 2021**

12:50pm-1:50pm
Zoom

Meeting Participants

Committee Members Present

Laura Adams, Greg Aycock (co-chair), Araceli Covarrubias, Joseph Deguzman, Alexis Gray (co-chair), Ashlee Johnson, Starlene Justice, Samuel Lee, Christopher A. Lugo, Tim Russell, Paul VanHulle, Jose Vela and Caitlin Welch.

Committee Members Not Present

Michael Collins, Samuel Lee, Jason Parks, Jose Sentmanat, and Kaneesha Tarrant.

Guests

Kevin Fleming and Sigrid Williams.

Recorder

Charise Allingham

1. Call to Order

- 12:52pm

1.1 Dr. Russell is the New Co-Chair

Dr. Gray is stepping down as faculty co-chair. Dr. Russell will be the new faculty co-chair starting in fall 2021. Thank you to Dr. Russell for stepping in. Thank you to Dr. Gray for all the hard work and dedication over the years.

2. Action Items

2.1 Approval of Agenda

- MSC (Laura Adams/ Ashlee Johnson)

2.1 Conclusion

- Approved

2.2 Approval of April 22, 2021 Minutes

- MSC (Paul VanHulle /Tim Russell)

2.2 Conclusion

- Approved, 1 Abstention

3. Discussion Item

3.1 Late Program Reviews

Discussion on the acceptance of late program reviews.

- The late Program Reviews have not been assigned to be reviewed/ scored by the committee, yet.
- How is it fair to the people that submitted on time to accept late Program Reviews? Is it fair to people who put other obligations aside to complete their Program Review on time?
- Program Review is part of accreditation, beneficial to have 100% participation.
- Resource requests have already been submitted so any resource requests included within late submissions will not be submitted until next year.
- Scoring will not be completed until the fall for late submissions.

3.2 Grievance Process

In anticipation that someone may disagree with their program review score, it is suggested to create a Grievance process.

Discussion on grievance process steps and timeline.

1. Create a Grievance Process Microsoft Form
 - Ask to provide specific details about the grievance.
 - Where within the program review is the disagreement?
 - Provide evidence/ justification for grievance.
 - Reflect
2. Committee will assign 2 new reviewers.
 - New reviewers will be provided with a Word/PDF of the program review and rubric.
 - Conflict to give new reviewers access to the 'review process' section in Nuventive because original reviewers scores would be available.
3. Meeting to be held between the Program Review chairs and the authors.
4. Committee to provide outcome/ response.
 - How will the outcome/ response be provided? By email or meeting?

Suggestion to add grievance process to the website? Suggestion to provide timeline of what the committee's response would look like.

Suggestion that inconsistencies with the questions or rubric may cause a grievance.

- 'Program Review Part Two' provided an opportunity for authors to suggest improvements to program review process.
- Suggestion to address common errors and/or mistakes made in the program reviews and provide clarification and feedback to the college community-future agenda topic.
 - Suggestion to hold breakout sessions during FLEX or workshops in the fall. (record sessions)- future agenda topic

3.2 Follow-up Items

3.2 Task of

3.2 Due by

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Create a grievance process form with timeline and post to the website	Committee co-chairs/ Charise	ASAP

3.3 Meeting Day and Time

The current meeting time of the committee will be occupied by the Leadership Councils in the Fall. The Program Review meeting needs to be re-scheduled.

Some responses from the Survey of Effectiveness indicated a need for a longer meeting time. Suggested meeting times include:

- 1st Tuesday 12:50-1:50

- 4th Tuesday 12:50-1:50
- 1st or 3rd Wednesday 1-2:30
- Potentially a Friday or Thursday afternoon

A poll will be sent out to the committee and the new meeting time will be shared.

Follow-up Items	Task of	Due by
Meeting day and time poll sent to members	Charise	ASAP

3.4 Governance Process

Shared the Strategic Planning Structure from the Strategic Plan and Governance Manual.

- Chairs of Program Review and Assessment committee are automatic members of the Institutional Effectiveness and Governance Council.
- In the new structure, Program Review will report to both the Academic Senate and Institutional Effectiveness and Governance Council.

4. Information Items

4.1 Meeting Modality

A Microsoft form was sent to committee prior to the meeting.

Responses:

What is your preferred meeting modality for the upcoming Fall 2021 semester?	Please provide any questions, suggestions, and/or recommendations:
No preference	
Online using Zoom	
No preference	
In-person on campus	
In-person on campus	Zoom meeting also
Online using Zoom	
In-person on campus	

- Suggestion to hold meetings in-person with an option to join over zoom.
- Suggestion to hold the meetings in OC 116 due to the available technology and space.

5. Good of the Order

- The Committee thanked Dr. Gray for her leadership and the 15 years of thankless, hard, long hours she has dedicated to Norco College.

6. Future Agenda Topics

- Improvements and suggestions to Program Review going forward.
- Common errors and/or mistakes made in Program Reviews.
- Annual Update.
- Program Review Workshop/ Camp

7. Adjournment

- 1:50pm