**Program Review Committee
Minutes for February 24, 2022**
2:30pm-3:45pm
Zoom

Meeting Participants

Committee Members Present
Laura Adams, Greg Aycock (co-chair) Araceli Covarrubias, Caroline Hutchings, Starlene Justice, Tim Russell (co-chair), Kaneesha Tarrant, Paul VanHulle, and Caitlin Welch.

Committee Members Not Present
Michael Collins, Joseph Deguzman, Dominique Hitchcock, Ashlee Johnson, Jason Parks, and Gil Vela

Guests
Eric Doucette, Vivian Harris

Recorder
Charise Allingham

1. Call to Order
- 2:36 pm

2. Action Items

2.1 Approval of Agenda
- MSC (Starlene Justice/ Araceli Covarrubias)

2.1 Conclusion
- Approved by Consensus

2.2 Approval of October 28, 2021, Minutes
- MSC (Laura Adams/ Starlene Justice)

2.2 Conclusion
- Approved by Consensus

2.3 Program Review Charter
A second reading of the Charter was shared with the committee for suggestions of edits or additions:
- Suggested edits include:
  o Make document more formal, replace 'we' with 'The Program Review Committee'.
  o Minor grammatical updates

- - Remove: '2025 Objective 8.5   Continue to monitor and adjust the college's organizational chart for effective implementation of the Educational Master Plan.' Historically the committee has not had a purview of the college's organizational chart.
  - The committee needs student representation.
  - MSC (Araceli Covarrubias/ Starlene Justice)

2.3   Conclusion

- Approved by consensus with recommended edits

2.3 Follow-up Items	2.3 Task of	2.3 Due by
Make recommended edits to Charter and send them out to the committee.	Charise	Next meeting
Seek student representation for the committee	Dr. Russell	Next meeting

3. Discussion Item

3.1   Benefits to Norco aligning with the 5-year Strategic Plan

Discussion on the benefits of aligning all three RCCD colleges on the same Strategic plan cycle.

- Norco College and RCC are currently on the same five-year strategic plan 5-year cycle.
- Norco's Program Review Cycle is 3 years, and the Assessment cycle is 6-years. Suggestion by the district to align the Strategic Plan, Program Review, and assessment to the same 5-year cycle.
- Currently our Program Review template aligns with the Education Master Plan/ Strategic Plan goals. Aligning the cycle could be beneficial.
- If all processes are aligned will the workload be overwhelming all at once?
  - Not completely sure, Assessment and Program Review already are in sync. May be more work if involved with all three committees.
  - Program Review would need to extend the comprehensive Program Review to 2025 to align.
- Suggestion to modify Annual Update or provide a separate survey with Equity questions so they are not put off longer if the Program Review cycle is extended.
- Question about the implications of moving to a 5-year cycle for assessment. The assessment committee would need to discuss.
- Suggestion for Annual Update to be as simple as a Microsoft form to check in with programs/ disciplines.
- Other colleges are having success with longer Program Review cycles, 3-years is a short cycle in comparison.
- The suggestion to align all our processes is not only to align with the district but to improve the efficiency of our processes as a college. A longer Program Review cycle could assist in providing the committee with more time to make improvements such as updating Nuventive and units more time to complete Program Reviews.

4. Information Items

4.1   Annual Update

The Annual Update is now open. There is about a two-month window to complete the update.

- Deadline to submit- April 22, 2022

- Announcement email provided instructions and visuals on how to find, update and submit Annual Update.

- Training videos are in process.

- Resource requests from last year are locked- if edits are needed, please contact Charise.

- Suggestion to add evidence to program review sections if needed to link to new resource requests.

4.2   Program Review Drop-in Hours

4.2.a March 15th 12:50-1:50pm [Registration Link](#)

4.2.b April 19ᵗʰ 12:50-1:50pm [Registration Link](#)

- Links to register for drop-in hours are also available on the [Program Review webpage](#).

- Do drop-in hours qualify for FLEX hours? Don't think so because they align more with institutional service.

5. Good of the Order

- Great to be on campus and interact in person with students.

- Co-chairs will reach out to Sub-groups for updates.

6. Future Agenda Topics

- Equity in Accreditation and Program Review.

- Equity & Training and Efficacy Sub-Group Update

7. Adjournment

- 3:35 pm

Next Meeting

Date: March 24, 2022

NORCO COLLEGE

Charter for Program Review Committee
2021-2022

This Charter is established between the Program Review Committee and the Academic Senate to structure the process and planned outcomes included herein during the one-year period of the 2021-2022 academic year.

Purpose
The Program Review Committee establishes guidelines, tools, and content requirements for the Program Review process at Norco College. The committee will review and evaluate the Program Review and Annual Update 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.

Charge
The Program Review Committee is primarily responsible for assessing and coordinating the listed Educational Master Planning objectives below: 2030 Goal 8: (Effectiveness, Planning, and Governance) Develop institutional effectiveness and integrated planning systems and governance structures to support ongoing development and continuous improvement as we become a comprehensive college. • 2025 Objective 8.2 Develop integrated planning processes that include all planning, accreditation self-study, resource allocation, and alignment with district and statewide plans based on the college mission and plans.

Guiding Principles and Assumptions
The Norco Program Review Committee A. The Program Review Committee is a standing committee of the Academic Senate. B. The Program Review Coordinator will serve as the faculty co-chair. C. The Program Review Committee will review and accept the Norco College Program Reviews and the Annual Updates and forward them to the District for posting to the web. The information from these Program Reviews will then be forwarded to and integrated into the College's Strategic Planning Processes. Accreditation Standards guiding the Program Review Committee: • I.B.4

Guiding Principles and Assumptions
• I.B.5 • I.B.7 • I.B.9

Equity
As part of the Program Review process, each discipline and/or unit at the college will look at disaggregated data to identify if any student subgroups are showing equity gaps. The discipline/unit planning and resource allocation requests should take into consideration these data and ameliorating gaps in achievement and learning.

Scope & Expected Deliverables
Specific deliverables for the 2021-22 academic year are: • Establish two subgroups of the Program Review Committee to recommend changes to the program review process and platform that will result in increased meaningfulness and equity mindedness for the college community. • Work with Nuventive to establish an effective annual update process within the platform • Provide training as needed to support the needs of those completing program reviews • Oversee a process for units/programs/disciplines to submit annual updates, directly contributing to, and supporting, an institutional resource allocation process As a standing committee of the Academic Senate, this committee is subject to the Brown Act (SPGM, p.71) and should keep/post agendas and minutes accordingly.

Membership

The Program Review Committee will be ideally comprised of faculty members that are representative of the department structure and or schools.
 	
• Faculty Chair
   o Member of Assessment Committee
   o Member of Governance and Institutional Effectiveness Council
   o Attend Academic Senate to report on Program Review Committee
• Administrative Chair (Dean of Institutional Effectiveness)
   o Member of Assessment Committee
   o Member of Governance and Institutional Effectiveness Council
• Faculty Committee Members – At least 1 faculty member from each department and/or school. One of the faculty should represent CTE programs and one faculty should be a counselor
• Vice President Student Services
• Vice President Business Services
• Dean of Instruction

Membership

- Institutional Effectiveness Representative
- Student Representative

All members of the Program Review Committee including co-chairs are allowed to vote as long as a majority (quorum) of faculty are present at any specific meeting.

Meeting Time/Pattern

The Program Review Committee meets monthly on the fourth Thursday at 2:30 pm -3:45 pm during the Fall and Spring semesters, with a video conferencing option. Contact the Co-Chairs to place an item on a future agenda.

Roles of Chairs and Members

The Chair/Co-Chair(s) are accountable to the Academic Senate to ensure continuity of dialogue between governance tiers. Co-Chairs are responsible for preparing agenda and facilitating meetings of the Program Review Committee based on best practices and guidelines for effective facilitation.

Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the Program Review Committee that can help to achieve the Program Review Committee's charter deliverables. Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of the Program Review Committee. While representing the perspectives of the constituency group to which they belong members are expected to engage in effective dialogue with Program Review Committee peers with the intention of finding consensus on all issues that come before the Program Review Committee.

Meeting Procedures and Expectations

The Chair(s), and members of the Program Review Committee will adhere to meeting and governance best practices as follows:

Meeting agendas are issued in advance of meeting times. Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required, and problem solving to move the work of the group forward. Either minutes or notes are taken to record the groups' progress OR a final summary report is to be submitted/posted.

Members endeavor to:

- appropriately prepare for meetings based on the meeting agenda.
- arrive promptly and stay for the duration of entire meetings.
- participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations and, where appropriate, distinguish between constituency versus college-wide perspectives.
- welcome all ideas, interests and objectives that are within the scope of the charter.
- actively listen to engage in respectful and constructive dialogue.

Meeting Procedures and Expectations
- work with a spirit of cooperation and compromise leading to authentic collaboration.   - move forward once a consensus-based decision has been made.   - continue to progress with the members who are present at each meeting.   - follow through on tasks that are committed to outside of scheduled meetings.