



**Program Review Committee  
Minutes for May 26, 2022 2:30-**

3:45pm  
Zoom

**Meeting Participants**

**Committee Members Present**

Laura Adams, Greg Aycock (co-chair), Araceli Covarrubias, Joseph Deguzman, Caroline Hutchings, Ashlee Johnson, Starlene Justice, Tim Russell (co-chair), Kaneesha Tarrant, Caitlin Welch, and Roman Zuniga (ASNC).

**Committee Members Not Present**

Michael Collins, Dominique Hitchcock, Jason Parks, Paul VanHulle, and Gil Vela.

**Guests**

Tricia Hodawanus

**Recorder**

Charise Allingham

**1. Call to Order**

- 2:34 pm

**2. Action Items**

**2.1 Approval of Agenda**

- MSC (Vivian Harris/ Joseph Deguzman)

**2.1 Conclusion**

- Approved by consensus

**2.1 Corrections**

**2.1 Task of**

**2.1 Due by**

<b>2.1 Corrections</b>	<b>2.1 Task of</b>	<b>2.1 Due by</b>
Add Fall Meeting Schedule as an Action Item	Charise	Now

**2.2 Approval of April 28, 2022, minutes**

- MSC (Vivian Harris /Ashlee Johnson)

**2.2 Conclusion**

- Approved by consensus

**2.3 Accept 2022-23 Annual Updates**

- MSC (Starlene Justice/Ashlee Johnson)

**2.3 Conclusion**

- Approved by consensus

## 2.4 Fall Meeting Schedule

- MSC (Vivian Harris/ Laura Adams)

Proposal to meet the first week of the semester in August on the 25<sup>th</sup> or add a meeting on the second Thursday in November on the 10<sup>th</sup>.

- Question- will the meeting be in person or on zoom? Not sure, based on guidance from the State and Academic Senate.
- Committee decided that a meeting later in the semester would be more useful to the committee.

### Fall Meeting Schedule

September 22

October 27

November 10

Meetings will be in OC116 if in person.

## 2.4 **Conclusion**

- Approved by consensus

### 2.4 **Follow-up**

### 2.4 **Task of**

### 2.4 **Due by**

2.4 <b>Follow-up</b>	2.4 <b>Task of</b>	2.4 <b>Due by</b>
Add November 10 <sup>th</sup> to the schedule	Charise	Next meeting

## 3. **Discussion Item**

### 3.1 **Program Review 2024**

The next 'comprehensive' Program Review is quickly approaching.

In Spring 2024 the next comprehensive Program Review will be due.

The goal is to open the platform in Fall 2023 to allow plenty of time to complete. Nuventive will need to be ready to launch in Spring 2023. Plan to be able to do a Fall 2023 Flex training before opening platform. Sub-group recommendations should be voted on by Fall 2022 so we will have Winter and Spring to implement in Nuventive.

- Suggestion for sub-groups to have recommendations ready by the October 27<sup>th</sup> meeting.
- Suggestion for sub-groups to look at the program review questions and provide any recommendations for changes.
- The Efficacy subgroup learned that APC does not receive the information they need from Program Review to rank the faculty requests.
- Suggestion to reach out to all the Councils and APC to make sure what they need to rank is being provided by the Program Review process specifically for resource requests. Governance Entities that prioritize resource requests:
  - All Leadership Councils (AAPC, SSPC, IEGC, and RC)
  - Technology and Professional Development Committees
  - Academic Planning Chairs
- Suggestion that guiding principles are needed for ranking that can be shared with authors when writing their program reviews. Also, a request to share the ranking rubrics with the authors.

## 4. **Information Items**

#### **4.1 Resource Request Funding Status Dashboard**

The funding status dashboard was shared with the committee. The dashboard can be found on the Program Review Committee webpage on the quick links menu. Link to the dashboard: <https://www.norcollege.edu/committees/prc/Pages/Resource-Requests.aspx>

The dashboard can be filtered by Unit, Cycle, and Funding Status. If the funding status is blank the request is new, or no status has been provided by the VPs.

#### **4.2 Professional Development Process**

In a response to a prior conversation, where the program review committee had addressed professional development resource requests, the co-chairs met with the Professional development chair to discuss how the program review process can assist with professional development requests.

- The co-chairs met with Dana White to discuss the current professional development request process and to assess if the program review resource request process could be adjusted to meet professional development request process needs.
- Resource requests for professional development were never received by the Professional Development Committee.
- All unfunded resource requests with professional development have now been forwarded to the Professional Development Committee.
- Question, why are some professional development items completed/funded and some are not? What are the guiding principles for funding professional development requests?
- The goal of the program review committee is to assist the professional development committee not to guide or create the request process.
  - Suggestion to request/recommend having guiding principles and/or a ranking rubric that can be shared when a professional development request is submitted.
  - Possible ways of incorporating professional development requests through the Nuventive Program Review platform were shared with the committee but nothing has been decided.
- How are committees funded? Would requesting through program review be the correct place to request funding?
  - Guiding principles are needed and possibly a rubric

#### **4.3 District Program Review Committee update**

Dr. Russell attended the District Review Committee.

- RCC has aligned its strategic planning, program review, and assessment cycles, it's a 5-year cycle. Annual updates are required.
- MVC is not currently aligned with its strategic planning cycle, but annual updates are required. and the annual updates are required each year. Currently on a three-year cycle but all units do not assess the same year. The assessment cycle is also not aligned with their strategic planning cycle.
- If we choose to change our cycle to align with the strategic plan the next program review would be pushed out one more year. The current assessment cycle would also need to be adjusted to align.

#### **4.4 2023-24 Annual Update**

- Goal to open the annual update in Fall 22 and close in early March. This will allow more time for authors to complete and resource requests to be forwarded to VPs for possible end-of-year funding.

## **5. Good of the Order**

## **6. Future Agenda Topics**

- Program Review for Committees

## **7. Adjournment**

- 3:41 pm

## **Next Meeting**

Date: September 22, 2022

2:30 pm- 3:45 pm

Location: TBD, Zoom or OC116