



**Program Review Committee
Minutes for September 22, 2022**

2:30-3:45 pm

OC 116 or <https://rccd-edu.zoom.us/j/98178780219>

Meeting ID: 981 7878 0219

Meeting Participants

Committee Members Present-

Greg Aycock (co-chair), Joseph Deguzman, Vivian Harris, Ashlee Johnson, Starlene Justice, Lindsay Owens, Tim Russell (co-chair), Paul VanHulle, and Caitlin Welch.

Committee Members Not Present

Araceli Covarrubias, Dominique Hitchcock, Jason Parks and Kaneesha Tarrant

Guests

Marissa Iliscupidez, and Quinton Bemiller

Recorder

Charise Allingham

1. Call to Order

- 2:31 pm

1.1 Welcome

Welcome back to the first meeting of the semester.

2. Action Items

2.1 Approval of Agenda

- MSC (Vivian Harris/ Joseph Deguzman)

2.1 Conclusion

- Approved by Consensus

2.2 Approval of May 26, 2022, Minutes

- MSC (Starlene Justice/ Vivian Harris)

2.2 Conclusion

- Approved by Consensus

3. Discussion Item

3.1 Review Mission Statement

The Program Review Statement of Purpose was reviewed.

- No questions or concerns.

The Norco College Mission Statement was reviewed

- Program Review is an important part of Strategic Planning.

3.2 Sub-groups

Last year two subgroups were formed, the Equity and Training sub-group and Efficacy Sub-group.

- Suggestion to bring the conversations back to the committee as a whole. We have lost members of the subgroups. We are on a time crunch to implement any updates or edits to the next comprehensive program review. Suggestion to reach out to past members who were invested in the subgroups for any recommendations.

Committee decided to continue the sub-groups:

- Equity and Training subgroup will meet and bring equity questions to the next meetings for discussion and possible first read. All members are welcome to join the subgroup.
- Recommendation to continue the Efficacy group with the goal to implement recommendations in the next Cycle.

We have been taking steps to make program review more meaningful and have until next month to make any new improvements for this cycle.

- One example is the Resource request dashboard.

3.3 Comprehensive Program Review

A spreadsheet with feedback from past committee meetings and program review part 2 question: 'What would make program review meaningful and relevant for your unit?' was shared with the committee (attached to the minutes).

The spreadsheet indicated the type of edit needed and whether it was completed.

Areas that were discussed:

- How do we increase awareness of the disciplines that think they don't have an (ADT) program, that their programs are General Education, AOE?
 - Current Assessment Review questions don't seem to fit with disciplines that don't have an ADT.
 - Committee looked at the questions in Section 3 (PLO Analysis) and the Section 4 (Alignment to Career and Transfer) of the Assessment Review section.
 - Suggestion to either amend the questions or provide training.
 - Assessment Committee will review questions and
 - Suggestion for all AOE's and GELOS to have a point person.
 - Suggestion to request a dashboard be filtered for specific disciplines to only show programs they are part of.
- Do we need to reconsider the overall format of Comprehensive PR: EMP Goal focus? (Program Review Pt 1). Could return to the previous format: Program Goals Primary with EMP connection. Are there other formats that may be an improvement over the current format?
 - Is it more meaningful to redesign the layout/format to focus more on the discipline's/units goals or is it more meaningful to focus on each EMP goal?

- Would it be better to state discipline goals and have a dropdown to indicate which EMP goals your goal supports?
- Current layout works well for reporting and objective evidence including activities and support of each EMP goal.
 - Suggestion to use mapping in the future to link the discipline goals to the EMP goals.
- Equity Audit Recommendation: explicitly uplift the specific ways in which the additional resource will/can contribute to the equity advancing goals of the institution.
 - Equity sub-group will address this area.
- Resource request disconnects- There are some gaps in the processes between how program reviews were completed and the prioritization process:
 - Faculty request- disconnect between questions on program review and what is used by APC to rank the faculty request.
 - Suggestion to watch the APC ranking presentation from this past FLEX.
 - Resource request needs, the “why”:
 - Suggestion to include a question in the resource request form to help make the connection between the request and the EMP goal. A why question/explanation?
 - Part of the issue is that Nuventive is unable to branch.

4. Information Items

4.1 2022-23 Annual Update

The goal is to open the annual update by November and close in early March.

- Opening earlier will allow for more time for authors to complete and to provide drop-in hours for support.

4.2 Resource Request for Faculty Professional Development Form in Program Review

The draft Faculty Professional Development Resource Request form and dashboard in Nuventive were shared with the committee. The FPD chair has presented the form to the Faculty Professional Development committee and Academic Senate for feedback. This form will be open all year and all unfunded by FPD requests will be included with resource requests each year for consideration during the resource allocation process.

5. Good of the Order

- Request for the committee to go back into their own program reviews and bring any recommendations for improvements to the current questions to the next meeting.

6. Future Agenda Topics

- Program Review for committees

7. Adjournment

- 3:43 pm

Next Meeting

Date: October 27, 2022