



**Program Review Committee
Minutes for May 22, 2025**

2:30- 3:45 pm
Operations Center (OC) 116

Meeting Participants

Committee Members Present

Quinton Bemiller, Svetlana Borissova, Caitlin Busso, Rosalio Cedillo, Vivian Harris, Starlene Justice, Lindsay Owens, Tim Russell (co-chair), and Dana White.

Committee Members Not Present

Araceli Covarrubias, Ashlee Johnson, Daniela McCarson.

Guest

Hayley Ashby, Sigrid Williams, and Sara Naza.

Recorder

Charise Allingham

1. Call to Order

- 2:31 pm

2. Action Items

2.1 Approval of Agenda

- MSC (Dana White / Starlene Justice)

2.1 Conclusion

- Approved by consensus.

2.2 Approval of April 24, 2025, Minutes

- MSC (Vivian Harris/ Lindsey Owens)

2.2 Conclusion

- Approved by consensus.

2.3 Credit for Prior Learning Questions

- MSC (Vivian Harris / Starlene Justice)
- Revised questions were provided by the CPL coordinator. A few questions were edited to address the need to provide numbers on how much CPL is offered in each discipline and to address other needs to provide CPL data to the CCCCCO.
- Questions were edited, and the need to provide help text and a possible training video was noted.

Finalized questions:

1. Does your discipline currently offer Credit for Prior Learning (CPL) opportunities?
2. If CPL is offered, please specify the approved courses and the types of CPL applicable (e.g., Joint Service Transcript [JST], Standardized Exams, Credit by Exam, Industry Credential/Certification, Portfolio Review).
3. How many times has your discipline discussed/reviewed CPL? (Help text: Address how many times your program has discussed CPL in general)
4. How many times has your discipline awarded CPL awards over the past two years? Please provide data, if available.
5. If CPL is not currently offered within your discipline, please explain the reasons. Additionally, include any plans or timelines for when CPL implementation has been or will be discussed within your school or discipline.
6. Would your discipline benefit from additional resources or information on CPL to support implementation?

2.3 Conclusion

- Approved by consensus

2.4 Report of Effectiveness 2024-25

- MSC (Vivian Harris/ Starlene Justice)
- Reviewed the Report of Effectiveness; minor grammatical edits were made.

2.4 Conclusion

- Approved by consensus.

3. Discussion Item

3.1 Program Goals Progression Prompts

The committee was asked if any feedback was provided by their areas. No feedback was provided. This will be an action item on the next agenda at the next meeting.

3.2 Program Review Cycle- Draft Annual Updates Checklist

Reviewed MVC's annual update checklist to evaluate its suitability for Norco College's annual updates, particularly if the cycle is extended to five years.

The goal is to use a checklist as a guide for reviewing what needs to be addressed and updated each annual update year.

Concerns with using a checklist:

- People often leave the checklist until the last day of the annual update, which prevents them from completing all items in time.
- It may be necessary to customize the checklist for various disciplines and areas, but it is suggested to keep it general.

Suggestions:

- It is important to explain the intent of the checklist.
- Conduct further research on other campuses' practices for annual updates and use of checklists.

The committee found value in using a check list framework to help make the process and idea of an annual update less onerous.

Co-chairs will draft a general checklist tailored to our needs over the summer for the committee to review in the fall.

3.2 Follow-up Items	3.2 Task of	3.2 Due by
Draft checklist	Co-chairs	1 st meeting in the fall

4. Good of the Order

- Have a great, safe summer!

5. Future Agenda Topics

- Program Goals Progression Prompts

6. Adjournment

- 3:21 pm

Next Meeting

Date: September 25, 2025

Committee CPL question edits:

1. Do you offer any Credit for Prior Learning (CPL) within your discipline?
2. If yes, which course/s has your discipline approved as CPL and the type (Joint Service Transcript [JST], Standardized Exams, Credit by Exam, Industry Credential/Certification, or Portfolio Review)?
3. How often has your discipline awarded or reviewed potential awards of CPL in the last two years?
4. If not, please explain why, and include a timeline for when CPL was, or can be, discussed within your discipline.
5. Would you like more information about CPL?

CPL Coordinator suggested edits:

Revised version of the questions for program review:

1. Does your discipline currently offer Credit for Prior Learning (CPL) opportunities?
2. If CPL is offered, please specify the approved courses and the types of CPL applicable (e.g., Joint Service Transcript [JST], Standardized Exams, Credit by Exam, Industry Credential/Certification, Portfolio Review).
3. How many times has your discipline discussed/reviewed CPL? (Help text: Address how many times your program has discussed CPL in general)
4. How many times has your discipline awarded CPL awards over the past two years? Please provide data, if available.
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6. Would your discipline benefit from additional resources or information on CPL to support implementation?

Suggested resources to be provided:

Draft Goal Progression Prompts

Do you have any updates to this goal?

How are you measuring progress, and to what do you attribute progress?

How do you know there is progress? (will help define their goal)

To what do you attribute the change?

What progress have you made toward this goal?

How do you measure your progress? Discuss your evidence/results.