



**Program Review Committee
Minutes for October 23, 2025**

2:30- 3:45 pm

Operations Center (OC) 116

Meeting Participants (13 members, Quorum: 5)

Committee Members Present

Hayley Ashby (co-chair), Quinton Bemiller, Svetlana Borissova, Rosalio Cedillo, Araceli Covarrubias, Vivian Harris, Starlene Justice, Daniela McCarson, Lindsay Owens, Tim Russell (co-chair), and Maile Takahashi (ASNC Rep).

Committee Members Not Present

Ashlee Johnson and Dana White.

Guest

Laura Adams

Recorder

Charise Allingham

1. Call to Order

- 2:31 pm

2. Action Items

2.1 Approval of Agenda

- MSC (Starlene Justice /Lindsay Owens)

2.1 Conclusion

- Approved by consensus.

2.2 Approval of September 25, Minutes

- MSC (Starlene Justice / Lindsay Owens)

2.2 Conclusion

- Approved by consensus with name spelling correction.

3. Discussion Item

3.1 Program Review Cycle-Draft Annual Update Checklist

- The intent of the annual update checklist is a contextual piece between annual and comprehensive that helps bridge to the next cycle. The committee is looking to use a quick list model that can be easily moved to a mandatory annual update to guide people on the areas they should be reviewing.

- The checklist was revised from a mix of questions and statements to a more consistent list of guiding statements, which received positive feedback from committee members.
- Suggestion to provide details and some ideas of what should be reviewed or responded to. Examples for each item to review would be useful.
- In the data review section, it was suggested to include enrollment and completion as areas to review.
- The goal is to design a checklist for the upcoming annual update, helping people become accustomed to using it as part of the process in the next cycle.
- Statements in the checklist were edited within the meeting to add information for areas to review.
- There is a need to base faculty hiring requests on data and anticipated program growth.
 - Request to have the data available ahead of time, rather than basing the request on data that is requested while the program review is open.
- ZTC and OER were suggested as areas that should be considered for inclusion in program review moving forward. – Suggestion to look at adding this to the curriculum review in the next cycle.
- Suggestion to expand the checklist to include all areas for student services and planning and development before the annual update.
 - The chairs will be drafting a checklist for student services and administrative areas and will seek input from those areas.
- The committee was asked to share the checklist with their areas for feedback on items that should be reviewed and to identify any missing areas.
- There is concern that the mandatory updates will not be well-received by the college community,
 - Suggestion to be intentional, clearly communicating the benefits and simplicity of completing the annual update to gain support and mitigate resistance.
- The annual update checklist will be an action item at the next meeting with an intention to distribute to areas when the annual update opens at the end of November.

3.2 Program Review Evaluation

There is a need for a comprehensive review of the program review process and platform, particularly with the intention of transitioning to a full 5-year program review cycle with mandatory annual updates to align with the 5-year strategic plan.

The co-chairs presented a proposal to conduct a comprehensive evaluation of the program review process and platform, with the goal of making the process meaningful, efficient, and easy to complete.

The committee reviewed the timeline and the goal of updating and improving the process before we open the comprehensive program review in November 2026.

Some sections will need to be reviewed with the collaboration of other areas on campus, especially sections that are included that don't fall completely under the purview of the program review committee:

- Assessment section
 - Assessment committee, Student Services and Administrative areas.
- Faculty hiring request
 - Academic planning chairs
- Faculty professional development request
 - Faculty professional development committee
- Credit for prior learning
 - Credit for prior learning coordinator

Suggestions to consider:

- Provide guiding questions to the committee members for each section to help guide the evaluation process.
- Include suggested topics to consider when evaluating each section, especially around compliance and improvement.
- Consider including a plan for communicating and following up on program reviews to celebrate and capture key conversations.
 - This should include a plan to review and promote the completion of program reviews, such as town halls, poster events, and other ways we can improve the process by making the actual finalized program reviews more meaningful and useful in planning and improving as an institution.
 - Sharing can lead to insights into what is happening across the college and common themes.
- It is important to celebrate the work that is being done.

Overall the proposal to evaluate the program review process and platform was well received by the committee. The proposal to evaluate the program review process and platform was well received

3.2 Follow-up Items	3.2 Task of	3.2 Due by
Share the checklist and evaluation proposal with your areas for feedback	members	Next meeting
Draft Student Services and Administrative annual update checklist	Co-chairs	Next meeting

4. Information Items

4.1 Annual Update

- The annual update will open after Thanksgiving this year, December 1st to March 31st, 2026.

5. Good of the Order

- The co-chairs will provide a written report to the Academic Senate and will share it with members to summarize items discussed at the meeting moving forward.

6. Future Agenda Topics

- Data Needs for Program Review

7. Adjournment

- 3:24 pm

Next Meeting

Date: November 20, 2025

Draft Annual Update Checklist

- ☐ Data Review:
 - Note any significant change in success, retention, completion rates, Program completion, and enrollment, if any.
- ☐ Goal Updates:
 - Address any updates to Program Goals.
 - This includes closing goals, or creating new goals (as necessary)
- ☐ Curriculum Check:
 - Check to see that all courses have been updated within the last four years.
 - If any are out of date, discuss the timeline to update curriculum that is outside of the four years.
 - OER/ZTC?
- ☐ Assessment Check:
 - Make any relevant updates, new observations, or “close the loop” to program Assessments (These updates can be made within the Assessment portion of the Nuventive Platform).
- ☐ Make any updates to the Equity Section
 - Add detail on recent equity-related professional development
- ☐ Make any updates to the Credit for Prior Learning (CPL) section
 - Add details for CPL section
- ☐ Complete resource requests
 - Enter new resource requests for this Program Review cycle.
 - ~~○ If requesting new faculty, complete the Faculty Hiring Request Portion of the Program Review Resource Request.~~
 - ~~○ If data indicates a need of new faculty...?~~
- ☐ Complete New Faculty resource request

Program Review Evaluation Proposal

Background:

The program review process is fundamental to institutional effectiveness and continuous improvement at Norco College. Aligned with ACCJC Accreditation Standards, program review is a systematic, evidence-based method for evaluating the quality and effectiveness of academic programs, learning support services, student services, and administrative departments.

Program review operationalizes the college's mission by promoting reflection, equity-minded inquiry, and the regular enhancement of programs and services in support of student success. Program review serves as a key link between institutional planning and resource allocation, ensuring that decisions about staffing, budget, and facilities are informed by data and aligned with student success.

The program review process reinforces governance and accountability by embedding program review results into decision-making structures and institutional planning cycles. Our current program review process is designed to align program and area goals with college goals and priorities; however, the current three-year program review cycle does not line up with the five-year strategic planning cycle. The completion of the Strategic Plan and Governance Manual 2025–2030 presents an opportunity to enhance coherence across institutional planning and program review cycles.

Purpose:

The purpose of this evaluation is to evaluate how well our program review process promotes institutional effectiveness by facilitating reflection and planning to inform the continuous improvement of academic programs, learning support services, student services, and administrative departments. Moving from a mindset of compliance to commitment we want the program review process to be meaningful, efficient, and easy to complete.

Objectives:

- **Alignment:** Ensure the cycle and content align more closely with the college's priorities, strategic planning, and equity goals while meeting the requirements of the ACCJC Accreditation Standards.
- **Usefulness:** Make the process a more effective tool for continuous improvement, planning, and decision-making.
- **Streamlining:** Find ways to make the process easier to follow, remove unnecessary steps, and refine language to make expectations clearer.

Timeline:

2025-2026

Spring 2026: Review, evaluate, and identify areas for improvement and potential new areas for development.

Meeting	February 26, 2026	March 26, 2026	April 23, 2026	May 28, 2026
Areas to review	Program/Unit Goals Equity	Data Review Reflections/Submission	Program Review: Curriculum Program Review: Information/Publication	Resource Requests Mapping
Resources	CTE	Data Needs		

Areas that need to be reviewed in conjunction with other groups/committees:

- Faculty Professional Development: Work with FPDC to review and make any necessary updates to the form.
- Faculty Hiring Resource Requests: Collaborate with APC to update the form and consider incorporating other useful data to inform faculty hiring decisions.
- Assessment Review: Request the Assessment Committee review and update the assessment section of program review before the comprehensive is opened in November 2026.
- Credit for Prior Learning: Work with the Credit for Prior Learning Coordinator to identify any necessary updates or changes.

2026-2027

Summer 2026: Implement changes and prepare the program review platform for review and implementation in Fall 2026. Develop the Fall FLEX program review presentation.

Fall 2026:

Meeting	September 2026 TBD	October 2026 TBD	November 2026 TBD
Agendize	Review: Updated Process & Content	Approve: Updated Process Plan: Communication, Training & Resources	Finalize: Communication, Training & Resources
Resources	TBD	TBD	TBD

Fall 2026: Proposed Comprehensive Program Review period is November 30th, 2026 - March 31st, 2027.