

**NORCO COLLEGE**  
**PROGRAM REVIEW MEETING MINUTES**  
March 28, 2019  
IT 218

**Members:**

Dr. Alexis Gray..... Social & Behavioral Sciences (Co-Chair)  
Dr. Marshall Fulbright.....Dean of Instruction (Co-Chair)  
Dr. Greg Aycock.....Dean, Institutional Effectiveness  
Dr. Tim Russell..... Social & Behavioral Sciences  
Dr. Laura Adams..... Social & Behavioral Sciences  
Dr. Khalil Andacheh.....Social & Behavioral Sciences  
Joseph DeGuzman.....Math  
Quinton Bemiller..... Arts, Humanities, & World Languages  
Kris Anderson..... Communications  
Beverly Wimer..... Sciences and Kinesiology  
Damien Saelak ..... ASNC

**Members Absent:**

Dr. Michael Collins ..... Vice President, Business Services  
Dr. Jason Parks.....Dean of Instruction  
Dr. Gail Zwart.....Business, Engineering & Information Technologies  
Stephen Park .....Math

**Guest:**

Dr. Samuel Lee.....Vice President, Academic Affairs  
Farshid Mirzaei.....Business, Engineering & Information Technologies  
Justin Czerniak .....College Safety

**Committee Support Administrator:**

Nicole C. Brown..... Office of Academic Affairs

- A. Approval of Agenda – March 28, 2019 MSC:** T. Russel/ G. Aycock \* Committee Approved.
- B. Approval of Minutes – November 29, 2018 MSC:** T. Russel/ G. Aycock \*Committee Approved.
- C. Action Item: NONE**
- D. Discussion Items:**

- 1. Resource Allocations process from Program Review:** Dr. Fulbright spoke about how he wants program review process to be more meaningful and to educate others what is the importance of resource request and allocation. What faculty needs to be successful? Dr. Lee spoke how the rankings the faculty submitted are not considered because only about 10% are numbered and therefore, it causes confusion. We need to educate faculty to number it in the order of priority, so Academic Affairs can correctly organize it. At the moment there is no fluid back and forth conversations with the departments and deans. The ranking needs to be a shared department experience. Dr. Fulbright will inform the APC of the new timeline and the new rankings are now going to be moved to April/May. Duplicate requests will be consolidated and focused to take advantage of the spring money, then ready again at the fall. Currently in discussion on revising the process and content of program review.

**E. Information Item:**

- 1. Feedback Announcement:** Dr. Gray talked about how she has asked individuals to come to Program Review to speak on what they do. The issues discovered on Program Review disciplines are embedded in other program reviews. Where in the frame of reference does it fit and where it doesn't.
- 2. 2019 Program Review Annual Updates Report:** Currently 50% of program review requests have been received and there is positive feedback on the new process.
- 3. Survey of committee effectiveness:** Dr. Gray announced that Nicole Brown will send out the email survey, so please look out for it and complete it as soon as possible.

**F. Good of the Order:**

1. The Nuventive statement has been paid and they will get our data out.

**Next Meeting: April 25, 2019 in IT 218 from 12:50 pm to 1:50 pm.**

**Program Review Committee Statement of Purpose** We establish guidelines, tools, and content requirements for the Program Review process at Norco College. We review and evaluate the annual and comprehensive unit reviews 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.