NORCO COLLEGE

Program Review Committee
Draft-Minutes for April 27, 2022
2:30-3:45 pm
OC 116

Meeting Participants

Committee Members Present

Greg Aycock (co-chair), Quinton Bemiller, Svetlana Borissova, Caitlin Busso, Araceli Covarrubias, Vivian Harris, Ashlee Johnson, Timothy Mount, Lindsay Owens, Tim Russell (co-chair), and Paul VanHulle.

Committee Members Not Present

Starlene Justice, Dominique Hitchcock, and Kaneesha Tarrant.

Recorder

Charise Allingham

1. Call to Order
- 2:33 pm

1.1 Welcome

2. Action Items

2.1 Approval of Agenda
- MSC (Ashlee Johnson/ Svetlana Borissova)

2.1 Conclusion
- Approved by Consensus

2.2 Approval of March 23, 2022, Minutes
- MSC (Ashlee Johnson/ Svetlana Borissova)

2.2 Conclusion
- Approved by Consensus

2.3 Accept 2022-23 Annual Update Resource Requests
- 28 Program Review Units submitted an update.
- 142 new resource requests were submitted.
- MSC (Araceli Covarrubias /Lindsay Owens)

2.3 Conclusion
- Approved by Consensus

3. Discussion Item

3.1   Faculty Co-chair for the Next Two Years

Academic Senate by-laws were shared.
- Difficult to change the faculty chair now with the comprehensive Program Review next year.
- Suggestion to think about who would like to become the co-chair in two years.
- Suggestion for anyone wanting to become the next faculty co-chair to shadow the current co-chair to help prepare for the role.
- Faculty co-chair will be an action item at the next meeting.
- Request for Timothy Russell to continue for the next two years as faculty co-chair.

3.2   Report of Effectiveness

The draft Report of Effectiveness was shared with the committee. The committee reviewed the Assessment of the Scope and Deliverables. (Attached)
- No suggestions from the committee to improve the draft.
- The co-chairs will send forward the Report of Effectiveness to Academic Senate and IEGC.

3.3   Equity and Training Questions

The committee again reviewed the Equity and Training questions.
- Feedback from departments
  - Option one was preferred. The questions are more directed and easier to answer.
  - Suggestion to have a link to or provide the Student Equity Plan as a resource in Nuventive to help answer the questions.
- Suggestion to choose one set of questions for the whole college. Possibly combine the best of the two options.
- What we do in program review should hold areas accountable to obtaining not only our EMP goals but also our equity goals and guided pathways goals.
- Questions may need to be rewritten to address any changes in the future to include Diversity, Equity, Inclusion, and Accessibility (DEIA).
  - This section will not be scored and feedback from the comprehensive year can help improve the questions.
- Suggestion to include the equity plan as a resource when answering the questions.
- Suggestion to add the ability to map equity plan goals to resource requests.
- Equity Flex is only tracked if it happens at the college. Suggestion to find a way to pull the data by associate faculty who have submitted for Equity FLEX compensation.
- Associate faculty now have 9 hours available for FLEX, 3 for equity, 3 for professional development, and 3 for assessment.
- Do associate faculty even know they have 9 hours available for FLEX compensation?
- The committee edited and discussed improvements to the questions.
- The questions will be combined and shared with the committee to be edited and finalized by May 12th to allow time for feedback from departments.
  - Suggestion to keep the questions limited to three or fewer questions.

3.4   Assessment Review

The assessment review portion of the program review needs to be updated.
The previous and proposed assessment review sections were shared (attached)
- What is an observation? Suggestion to consider changing the name.

- The proposed questions are more meaningful. What are you seeing? What gaps are you seeing?

Motion to extend 5 minutes MSC (Ashlee Johnson/ Lindsay Owens).

- The Assessment Committee will be voting on this change at the next meeting.
- Suggestion was made to reorder the fields and questions in the proposed assessment review section.

3.5 Criteria for New Program Review Units

- The PRC co-chairs have received a couple of requests to create new units for some areas on campus. The goal is to have somewhere to highlight their data & what they are doing along with requesting resources.
- Should there be a process or criteria to add a new program review unit?
  - Yes, criteria are needed to bring the request to the committee.
- Will bring this back to the committee.

4. Information Items

4.1 Comprehensive Program Review

Plan to open in mid-Fall 2023 to give plenty of time for authors to work on and provide plenty of assistance and training before it is due in Spring.

- Program Goal focus and Equity questions will be implemented after the approval at the next meeting.

The platform will be created and updated to the new forms in Nuventive during the summer.

- Suggestion to provide resources such as Guided Pathways goals, Equity Plan goals, and any other initiatives on campus that can influence program/area goals.

5. Good of the Order

- Request to provide all resources for the vote in advance.

6. Future Agenda Topics

- Accreditation Update
- Program Review Follow-ups and Discussions

7. Adjournment

- 3:51 pm

Next Meeting

Date: May 25, 2022