

NORCO COLLEGE
PROGRAM REVIEW MEETING MINUTES
December 3, 2015
IT 218

Dr.'s Gray and Fleming co-chaired this meeting.

Members:

Dr. Alexis Gray.....Social & Behavioral Sciences
Dr. Khalil Andacheh.....Social & Behavioral Sciences
Dr. Gail Zwart.....Business, Engineering & Information Technologies
Dr. Laura Adams.....Social & Behavioral Sciences
Dr. Greg Aycock.....Dean, Institutional Effectiveness
Beverly Wimer.....Math and Science
Kris Anderson.....Communications
Dr. Kevin Fleming.....Dean of Instruction, Career and Technical Education
Dr. Sarah Burnett.....Social & Behavioral Sciences
Dr. Koji Uesugi.....Dean of Student Services
Dr. Monica Green.....Vice President of Student Services
Quinton Bemiller.....Arts, Humanities, & World Languages
Dr. Carol Farrar.....Dean of Instruction
Dr. Tim Russell.....Social & Behavioral Sciences
Thelma Montiel.....ASNC

Members Absent

B. Agenda Approved – December 3, 2015 (MSC: G. Zwart/L. Adams) Committee Approved.

C. Approval of Minutes – November 12, 2015 (MSC: G. Zwart/K. Uesugi) Committee Approved.

D. Discussion Items:

- i. Co-Chairs to facilitate gaps in scored rubrics:** Dr. Fleming spoke to the committee regarding when rubrics come back and there is a significant ranges differences in the scoring from two different reviewers. Tw(.-)10(F)-3(l p-11(es)T(13(n)h)14(4)(th)e0

comprehensive program review report on every discipline in March 2016, even if they did one in 2015.

iv. Annual IPR went to Academic Senate on 11/30/15. They didn't have a quorum and so the CPR template will go back on the 7th of December, 2015. We have to also submit the comprehensive program review reports that day as well. So our review timeline is shortening.

v. Annual Report on Strategic Goals sent to Academic Senate: Dr. Gray and Dr. Fleming worked together on the report and Dr. Fleming presented the report to the committee. The feedback was very positive.

F. Norco Program Review Action Items:

i. Document revision ratification: Dr. Gray listed out the changes accepted.

a) Comprehensive Program Review Template: (MSC: S. Burnett/G. Zwart) Committee Approved. It was advised by Dr. Dieckmeyer that we need a table that is devoted to just programs rather than only one question. We need to develop relevant questions that pertain only to programs that come up with a number of completers, industry connections, etc. Dr. Gray will give this document to Dr. Fleming and he will make a table with those lists of requirements and give it back to Dr. Gray the next day so she can submit it. The committee approves. Dr. Gray went over the template and all the changes made.

b) Comprehensive Program Review Rubric: Because of time constraints left in the meeting, Dr. Gray would like to have this rubric completed before the next reporting cycle and asked the committee member to please email her any issues or suggestions with the rubric so she can make a target list of what needs to be done.

c) Administrative PR Rubric: Because of time constraints left in the meeting, Dr. Gray would like to have this rubric completed before the next reporting cycle and asked the committee member to please email her any issues or suggestions with the rubric so she can make a target list of what needs to be done.

G. Comprehensive Program Review Submissions: Economics The District Program Review committee loved the report and especially the assessment portion. It was a well written report and Peter Boelman deserves praise on a job well done. The annuals should relate to the comprehensive reports. The goal in the CPR should be reflected in the annuals if they have been achieved or not.

H. Good of the Order:

1. Dr. Aycock talked about the changes to the new reports. They are going from data listed on three charts to data now listed on twenty-five charts because it was asked to be more specific as well as to be disaggregated by gender and ethnicity. Dr. Aycock would like to offer a training session in the spring 2016. Dr. Gray suggested that Ruth Leal come and film you at your computer on how to navigate and use the spreadsheets. Create a two minute user friendly video soundbite for each section that an end-user might encounter and post it on you-tube. If you have any trouble for this, here is a quick tutorial.
2. David Torres at district asked if we still need him to compile data for us, and suggested to Dr. Aycock that he is available for assistance.
3. Question on when the annuals will be posted: Dr. Gray stated that when the academic senate approves it, then Nicole will send it to Jefferson to upload to our webpage.

Meeting adjourned at 3:25 p.m. Next regular Program Review Committee Meeting: February 25, 2016 at 2:00 p.m. until 3:30 p.m.