

PROGRAM REVIEW COMMITTEE
February 19, 2009 2:00 –4:00 p.m.
MINUTES

Members Present:

Riverside

Hall, Barbara
Hall, Lewis

Moreno Valley

Bufalino, Patricia
Dumer, Olga

Norco

Thomas, Jim
Elizalde, Andres
Rey, Jason
Tschetter, Sheryl

RCCD

Kauffman, Kristina

Members Absent:

Riverside

Acharya, Surekha
Chenoweth, Rita
Daddona-Moya, Michelle
Kennedy, Stephen
McKee-Leone, Virginia
Schwerdtfeger, Patrick
Vito, Ron

Moreno Valley

Beckstrom, Doug
Loomis, Rebecca

Norco

Gray, Alexis
Nery, Annabelle

RCCD

Brown, Aaron
DiThomas, Debbie

1. Approval of December 11, 2008 Minutes/MS/L.Hall/Tschetter

2. Administrative Issues

- a. Meeting day for 2009-2010 school year – Committee discussed moving meeting day to Fridays at the request of the District Academic Senate.
- b. This semester's assignment – To review program reviews left over from last semester.
- c. Overview of Program Review Process – District Level now being reviewed - Due to budget cuts next year, faculty will not be paid for completion of Program Reviews. Max will place the old program review into the new format and make grammatical changes. For this year, payments will be made to faculty who complete their program reviews by June 1, 2009.
- d. District Administrative Units – Institutional Reporting and Facilities will be next meeting
- e. Other – Jim Thomas has developed a handbook for each committee member showing guidelines for each type of program review for quick, easy reference.
- f.

3. Program Review Submittals

- a. Counseling Comprehensive Instructional Program Review
Comments: Concern with their understanding of how to analyze data and use of research resulting in incorrect conclusions. Need to focus on courses they teach and for the Administrative Unit Program Review, they should focus on area outcomes.
Motion – to table document pending revisions: (1) address the main concerns of the instructional versus the student services program review (2) reflect all three campuses clearly, and (3) DAC review/MS/Rey/L.Hall
- b. Early Childhood Education Comprehensive Instructional Program Review
Comments: Needs DAC review. Immediate needs at Moreno Valley need to be addressed. Comments will be forwarded to the appropriate people for resolution and wait for confirmation of resolution in separating the business services issues from the instructional issues.
Motion – to table pending recommendations and revisions to separate the issues that belong to business services in Moreno Valley and have the appropriate individual review and respond accordingly and then re-submit to the committee. /MS/Tschetter/L.Hall
- c. Business Services – Moreno Valley – Campus Administrative Unit Program Review
Comments: DAC to help them with refining their assessment instrument. Cluster areas under basic work area. Page 11 – Table needs to be re-evaluated. Page 14 & 16 – Under “Facilities Not Covered” add “None.”
Motion – to receive Business Services Program Review for Moreno Valley/MS/Unanimous
- d. Business Services – Norco – Campus Administrative Unit Program Review

Comments: Need clarification on responses to questions asked. Page 9 – table has incorrect percentages and a request for a budget analysis position is not referenced in this table. Page 12 – add “None” to the table if there are no requests.

Motion – to receive Business Service Program Review for Norco/MS/L.Hall/Elizalde

g. Institutional Effectiveness - District Administrative Unit Program Review

Comments: Add “None” to tables with no requests. Kristina will attach the focus group report. Page 12 & 13 – revise last paragraph from .2 to 2.0 and .3 to 3.0. Page 21 – clarify footnote regarding single line representing “unofficial positions”.

Motion – to receive Institutional Effectiveness Program Review/MS/L.Hall/Elizalde

f. Open Campus District Administrative Unit Program Review

Comments: Page 4 – use different colors on organizational chart for black and white print. Page 8 – Table under “Anticipated Total Staff Needed” doesn’t add up.

Motion – to receive Open Campus Program Review/MS/Rey/Bufalino

Next meeting:

**Thursday, March 19, 2009
2:00-4:00 pm
Large Conference Room #319**

PROGRAM REVIEW COMMITTEE

March 19, 2009 2:00 –4:00 p.m.

MINUTES

Members Present:

Riverside

Chenoweth, Rita

Moreno Valley

Bufalino, Patricia

Dumer, Olga

Loomis, Rebecca

Norco

Elizalde, Andres

Gray, Alexis

Thomas, Jim

RCCD

Kauffman, Kristina

Members Absent:

Riverside

Acharya, Surekha

Daddona-Moya, Michelle

Hall, Barbara

Hall, Lewis

Kennedy, Stephen

McKee-Leone, Virginia

Schwerdtfeger, Patrick

Vito, Ron

Moreno Valley

Beckstrom, Doug

Norco

Nery, Annabelle

Rey, Jason

Tschetter, Sheryl

RCCD

Brown, Aaron

DiThomas, Debbie

Guest: Richard Mahon

1. Approval of February 19, 2009 Minutes/MSC/Dumer/Kauffman

2. Administrative Issues

- a. Meeting day for 2009-2010 school year revisited - Discussed moving meetings to Friday afternoon. The committee consensus was that Thursdays are more convenient than moving to Friday afternoon.
- b. This semester's assignment – To review four campus administrative unit program reviews left over from last semester.
- c. Feedback on Comprehensive Workshop on March 13, 2009 – 22 faculty were in attendance in which they reviewed and commented on the Comprehensive Guidelines.
- d. Program Review Committee Handbooks - Handbooks were given to all the committee members present which contains all guidelines for programs reviews along with a template of each type of program review for easy reference. The committee agreed that these handbooks will be very useful. Jim will create a list of all the committee phone numbers and e-mails for inclusion in the handbook.
- e. Other – The following revisions were recommended by the Strategic Planning Committee from each campus and forwarded by the VP's. These recommendations were adopted into the Annual Instructional Program Review template:
 - An additional column to indicate new or replacement staff on page 10.
 - Indicate whether the equipment is for instructional or non-instructional purposes on page 11.
 - Added description about Professional Development Needs on page 14.
 - Addition of a new form for Learning Support Services not Covered by Current Budget page 18.

Kristina will email the new template to the Deans of Instruction and the VP's and will encourage use of the new form.

**Motion – to accept the new version of the Annual Program Review template
MSC/Gray/Chenoweth**

It was suggested by the Riverside and Norco Administration that the Student Services and Administrative program reviews may need to be examined in a slightly different forum than this committee. Jim stated that the first hour of the April 9th meeting will be for a discussion on possible alternatives and organizational models that would be appropriate as we transition to three colleges.

3. Program Review Submittals

- a. Comprehensive Instructional Program Review
Cosmetology – Kristina will share comments with Peter Westbrook on Monday.

Comments: Kristina will ask Peter for permission to do some major re-formatting. The History Section B needs to be extracted and place in an appendix. Need to include history of the curriculum and program. Eliminate use of names, etc. Is the environmental scan information being used? Need to strengthen section on success rates which could be added to an appendix. P.12 – Is Police protection considered collaboration? This section may need to be re-worded.
Motion – Recommendation to send back Cosmetology Program Review for revisions and return later for approval/MSCLoomis/Gray

b. District Administrative Unit Program Review

Community Education – Cyndi Pardee

Comments: Page 4 – Need to expand on “Functions of Unit” to reflect all that they do. There are no organizational charts. All comments on Page 5 will be forwarded to Sheryl Tschetter for DAC. Page 9 – Table #8, need to clarify whether the \$66,000 salary is for a permanent part time community ed staff person and is this the same request as on Page 8? Need to elaborate on losing a position to Senior Citizen Education. Under Addendum B, third paragraph, it mentions Ms. Pardee and “my own observation” which is also Cyndi.

Motion – to receive Community Education Program Review pending recommendations MSC/Loomis/Dumer

Institutional Report and Academic Services – Raj Bajaj

Comments: Put N/A on tables where there is no information. Page 8 – Let Sheryl know that the wording needs to be revised under “Expected Outcomes, Best Practices.” Table 9 & 10 – Move request for computer from Table 9 to Table 10.

Motion – to receive Institutional Report and Academic Services Program Review pending suggested revisions/MSCBufalino/Elizalde

Diversity and Human Resources – Melissa Kane, Art Alcaraz, Chani Beeman

Comments: Page 16 – There is a concern on the cost of the desks and chairs. They may want to contact the Business Department to get a better idea of what this might cost. What happens to the money if the actual cost of an item requested is less than the original request? Depends on whether that money went into their actual budget or whether that money was allotted from the President's budget or campus budget, etc. Page 6 – Organizational chart is a different format than the chart on page 7. Page 15 – Numbering of tables is out of order.

Motion – to receive Diversity and Human Resources Program Review MSC/Gray/Chenoweth

Facilities Planning, Design and Construction – Orin Williams

Comments: An outstanding job was done on the “Function of Unit” section. Page 10 – Are they asking for a reclassification of these positions? Kristina stated that they are eliminating two current positions and opening two new positions. The committee recommends that they replace the word “Replacement” with “New Position” on #1 and #2.

Motion – to receive the Facilities Planning, Design and Construction Program Review MSC/Bufalino/Elizalde

Economic Development – John Tillquist

Comments: Page 3 – Fourth item down – This program does not overlap our existing Workforce Preparation Program. Page 6 – Is there enough economic development to support all of these salaries/positions listed on the organizational chart? All positions are categorically funded. Page 10 - They are anticipating a tremendous growth and want to move extensively into Corona. Page 15 – Current office space is inadequate for the existing program which is out at March Education Center.

Motion – to receive Economic Development Program Review/MSCGray/Loomis

Richard Mahon reminded committee members if they are in their second year of service then they should put in their name to be nominated for next year.

Next meeting:

**Thursday, April 9, 2009
2:00-4:00 pm
District Office, #319**

PROGRAM REVIEW COMMITTEE

April 9, 2009 2:00 –4:00 p.m.

MINUTES

Members Present:

Riverside

Chenoweth, Rita
Hall, Barbara
Hall, Lewis

Moreno Valley

Bufalino, Patricia
Loomis, Rebecca

Norco

Gray, Alexis
Rey, Jason
Thomas, Jim

RCCD

Kauffman, Kristina

Members Absent:

Riverside

Acharya, Surekha
Daddona-Moya, Michelle
Kennedy, Stephen
McKee-Leone, Virginia
Schwerdtfeger, Patrick
Vito, Ron

Moreno Valley

Beckstrom, Doug
Dumer, Olga

Norco

Elizalde, Andres
Nery, Annabelle
Tschetter, Sheryl

RCCD

Brown, Aaron
DiThomas, Debbie

Guest: Richard Mahon

1. Approval of March 19, 2009 Minutes/MSC/Loomis/Gray

2. Discussion and Dialogue on Transition of Reviewing Student Services and College Administrative Unit Program Review Documents for next year (2009-2010)

Discussion on the five optional models for the Future Program Review Process as presented by Jim Thomas and Kristina Kauffman.

Comments:

- **Model #2** - Each campus processes its own student services and administrative unit program reviews with DAC and DPRC chair and AVCIE participation.

Program Review and DAC oversee creation and maintenance of forms and process.
Comprehensive and District PR to be reviewed by DPRC and DAC.

- **Model #4** - DPRC and DAC continue to review everything with assignment to three sub-committees (administrative, student services and disciplines):
 1. September – Administrative Units
 2. October – Student Services
 3. November – Disciplines
 4. December – Group reports, integration of processes and forms review
 5. February – Administrative Units
 6. March – Student Services
 7. April – Disciplines
 8. May – Group reports, integration of processes and forms review

Program Review and DAC oversee creation and maintenance of forms and process.
Comprehensive and District PR to be reviewed by DPRC and DAC.

- **Model #5** - No Program Review or DAC overview, everything handled by campus strategic planning committees, or District SPC.

DPRC responsible for forms and ensuring integration of planning is possible.
DPRC meets twice annually for this purpose.

The committee leaned towards using Model #2 as a transitional model, Model #5 for the future and possibly Model #4. It was suggested that we increase the number of committee members from each campus in order to mentor them in the program review process. Further discussion on this item will continue at our next meeting on April 30, 2009.

3. Administrative Issues

- a. Meeting day for 2009-2010 school year revisited - Not discussed

- b. Riverside Library will be on next Agenda – This program review is an extensive document and will be reviewed at our next meeting on April 30, 2009.

4. Program Review Submittals

Comprehensive Instructional Program Review

- a. **Counseling** (second reading) – There has been communication with Counseling. DAC needs to review assessment section. Page 5 – Percentages are wrong in the last two paragraphs.

Motion – to table pending response from Counseling/MS/Gray/L.Hall

- b. **ECE** (second reading) – No substantial changes in document. Page 12 – spell out each nationality, no abbreviations.

Motion – to table pending security issues that need to be addressed along with a rewrite for review at our next meeting on 4/30/09/MS/Rey/L.Hall

College Administrative Unit Program Review

- a. **Norco Facilities** – Page 4 – Item #6 – Be more specific on second bullet regarding “Campus events require setup/teardown”. Page 7 & 8 – On Table 9 and 10 need to clarify “Link to Mission”, which Mission and how does it link to the mission statement. Clarify link between Goal and Objective on Table 10. There are two sections to this program review, Grounds and Custodial. In Table 9 and 10 there is a discrepancy in the “Budget Needed for Completion” for the same position. Page 15 – Item #11 – Sexual Harassment Training, isn't this currently covered by the District? Page 16 – Need to clarify reason for the \$10,000 total cost of request. Page 19 – Starts with the wrong number. Page 21 - #14b – If there is no communication with the evening shift, then there is a problem! Supervision is needed and they need to collaborate with people using and cleaning the facilities.

Motion – to receive Norco Facilities Administrative Program Review/MS/Rey/L.Hall

- c. **Moreno Valley Library** – Page 2 – In the Table of Contents Appendix B should be listed after Appendix A. Page 4- Bullet items under “Explanation of the Ideal Chart” for easy reading. Page 33 – Appendix A1 and A2 – need to strengthen comparison between the two charts. Page 14 – Page numbers need to be moved to correct position on page. Table #4 – item #1 – Total cost of request is incorrect. Page 12 – Table #2 – percentages are incorrect.

Motion – to receive Moreno Valley Library Administrative Program Review/MS/Gray/L.Hall

Next meeting:

**Thursday, April 30, 2009
2:00-4:00 pm
District Office, #319**

PROGRAM REVIEW COMMITTEE

May 21, 2009 2:00 –4:00 p.m.

MINUTES

Members Present:

Riverside

Chenoweth, Rita
Daddona-Moya, Michelle
Hall, Barbara
Hall, Lewis
Kennedy, Stephen

Moreno Valley

Bufalino, Patricia
Drake, Sean
Dumer, Olga

Norco

Elizalde, Andres
Gray, Alexis
Thomas, Jim
Tschetter, Sheryl

RCCD

Kauffman, Kristina

Members Absent:

Riverside

Acharya, Surekha
McKee-Leone, Virginia
Schwerdtfeger, Patrick
Vito, Ron

Moreno Valley

Beckstrom, Doug

Norco

Nery, Annabelle
Rey, Jason

RCCD

Brown, Aaron
DiThomas, Debbie

Guests: Richard Mahon

1. Approval of April 9, 2009 Minutes/MSC/L. Hall/R.Chenoweth

2. Administrative Issues

- a. Meeting day for 2009-2010 school year revisited – The committee has decided it's best to keep the meeting date on Thursdays from 2:00 - 4:00 for best attendance.
- b. Transition Model for next year – (Student Services and Administrative Unit Program Reviews)
Sheryl, Jim and Kristina have reviewed Norco's and Moreno Valley's Annual program reviews and Riverside's to follow. The committee will take into consideration setting the due date for annual program reviews back to April along with clarifying what they are asking for in the program review. It was suggested that the Dean of Instruction on each campus reinforce how the annual program review will be turned in whether as a department or as a discipline. Still in transition as how to handle student services and administrative program reviews.

3. Program Review Submittals – Comprehensive Instructional Program Review

- a. **Humanities** - Richard Mahon – The discipline had a concern that the committee didn't utilize their information to advocate their position which is not the charge of the committee. The purpose of the committee is to review the program review for improvement and disseminate it to the people who are the decision makers. The assessment section will be reviewed by DAC. Appendix F is missing. It's stated that they offer a three year rotation and it should be a two year rotation. A graph is missing on page 25.

Motion – to approve Humanities Comprehensive Program Review/MSC/L.Hall/A.Gray

- b. **Honors** - Kathleen Sell – Page 3 – the same paragraph is repeated on Page 20. Page 6 – under "Data Analysis" please correct double negative "has found not found". Page 20 - Appendix J is actually Appendix K. Page 21- the sentence above "Outreach and Activities" doesn't have any continuity to the comments above or below it. Page 22 - spell out acronym HTCC. Clarify third paragraph under "History Section".

Motion – to approve Honor Program Review/MSC/A.Gray/S.Kennedy

- c. **Dental Technology** – Doug Beckstrom – This program review is not completed and is being submitted for comments only. Formatting revisions are needed. Page 2 – under "History Section B" there's no #2. Add data for Fall 08 and Winter 09 on Page 3 under "C". Page 6 – last line should be "first time students". Need to state strengths and weaknesses. Numbers and percentages are not correct. Page 11 – Certificate program should be 38 units not 37 units and state that this program is only offered at Moreno Valley. For further expansion, please state where the outside institution mentioned is being relocated, etc. All charts need dates and years corrected.

Motion – to receive Dental Technology Program Review with suggestions on the first 4 sections to be forwarded to Doug Beckstrom/MSC/Bufalino/Dumer

4. **District Administrative Unit Program Reviews**

- a. **Administrative Support Center** – Robert Rodriguez – Eliminate what's not relevant. Page 3 – Expand “Goals and Objectives”. Page 7 – Add costs for replacement staff to table and add reason for warehouse assistant from previous page.
Motion – to receive Administrative Support Center Program Review/MSC/L.Hall/A. Gray
- b. **RCCD District Foundation** – Amy Cardullo – Page 4 under “Goals and Objectives” replace the word “pending” with “anticipated”. Page 5 – Need organizational chart. Page 7 - Five Year Program Staffing Profile doesn't continue on Page 8. Page 13 – Clarify reason for extensive training, only needed if they get the new positions?
Motion – to receive RCCD District Foundation Program Review/MSC/L.Hall/A. Gray
- c. **Public Affairs & Institutional Advancement** – Jim Parsons – Table 7 needs formatting revisions. Table 8 – clarify that the annual salary for the new or replacement staff is not \$36,500 a piece but \$18,000 a piece. Page 13 & 14 – costs need to be added.
Motion – to receive Public Affairs & Institutional Advancement Program Review MSC/Bufalino/L.Hall
- c. **Communications and Web Development** – Darren Dong – Good organizational charts. Page 7- remove italics and bold fonts for clarity. Page 9 – Table numbers are incorrect. Should be Table 9 not Table 10, etc. Elaborate as to why they need more staff.
Motion – to receive Communications and Web Development/MSC/L.Hall/Kennedy

Next Meeting:

TBA/Fall 2009

PROGRAM REVIEW COMMITTEE
September 17 2009 3:00 – 5:00 p.m.
MINUTES

Members Present:

Riverside

Chenoweth, Rita
Daddona-Moya, Michelle
Hall, Barbara
Hall, Lewis
Mills, Susan

Moreno Valley

Bufalino, Patricia
Drake, Sean

Norco

Elizalde, Andres
Gray, Alexis
Thomas, Jim

RCCD

Members Absent:

Riverside

Acharya, Surekha
Kennedy, Stephen
McKee-Leone, Virginia
Vito, Ron

Moreno Valley

Dumer, Olga

Norco

Nery, Annabelle
Rey, Jason
Tschetter, Sheryl

RCCD

Brown, Aaron
DiThomas, Debbie
Kauffman, Kristina

1. **Approval of May 21, 2009 Minutes/MSC/Bufalino/Chenoweth (Susan Mills abstained)**
2. **Administrative Issues**
 - a. ***Meeting Dates and Time for Fall 2009***
 - Meeting time will change from 2:00 to **2:30 – 4:30 pm. Meeting Dates:** 10/15; 11/19; 12/10
 - A new committee member to be appointed to replace Doug Beckstrom
 - b. ***Transition Model for the year***
 - We now have an instructional annual program review to submit needs for staffing, facilities and equipment
 - Five different levels of program reviews: District Administrative Unit; Campus Administrative Unit; Student Services; Instructional Comprehensive and Instructional Annual Program Review
 - Concerns with reviewing specific program reviews during specific months since committee is not in sync with this list
 - c. ***Survey of effectiveness of Program Review – Draft*** – Feedback loop for accreditation
 - Suggestions: #1 – questioned use of words “of any form”. #3 – what is the intent?
 - Reword statements to be able to use the same wording for all choices, for example: #9 – Program Review forms are user-friendly: strongly agree, agree, disagree, strongly disagree. Eliminate “Undecided”.
 - Survey will be going out to all faculty and Jim Thomas will distribute it to Norco faculty next Thursday
3. **Comprehensive Instructional Program Reviews**
 - a. **Counseling – Second reading**

Comments: DAC score of 3. Page 5 – Table has no dates. Please clarify. Page 7 – Replace “infiltrate” with “integrate under the RCC Campus Highlights. Page 16 – Last sentence under Guidance 45 should be moved to the previous paragraph. Page 27 – Need to clarify staffing needs. Delineate the difference between Counseling and Guidance. The committee addressed the biggest barrier for Counseling stated on the last page - the logistics and time to collaborate and work together with all three campuses. Reassigned time could help solve this problem.
Motion – to approve Counseling Program Review/MSC/L.Hall/B.Hall (Recommendations will be forwarded to Counseling Department)
 - b. **Political Science – Second reading**

Comments: Page 8 – Clarify footnote referring to 2nd paragraph Subsection C. State what the significant trend is on Page 9 per the last sentence before Student Retention. Page 12 – need to have a more concise mission statement. Remove all names throughout the document and replace with position.
Motion – to approve with suggested recommendations with concern about the DAC rating, to be addressed/MSC/L.Hall/Chenoweth

4. Administrative Unit Program Reviews

- a. **District Administrative Unit – Finance** – Aaron Brown
Comments: Need an organizational chart. Page 2 – Didn't check the resource development box.
Motion – to receive Finance Administrative Unit Program Review/MS/L.Hall/A. Gray

- b. **Student Services – Norco** – Monica Green
Motion – table until next meeting to give time to review

- c. **Student Success – Norco** – Annabelle Nery
Comments: District forms were used instead of campus forms. Jim will contact Annabelle and review concerns with her. Need an organizational chart.
**Motion – to receive Student Success Administration Unit Program Review
MS/L.Hall/A.Gray**

- d. **Library/Learning Resources – Norco** – Damon Nance
Comments: Used District forms instead of campus forms.
**Motion – to receive Library/Learning Resources Administrative Unit Program Review
MS/L.Hall/A.Gray**

- e. **Dean of Instruction – Norco** – Diane Dieckmeyer
Comments: Used District forms instead of campus forms. Need to include major accomplishments and an organizational chart. Page 9 – need totals on charts.
**Motion – to receive Dean of Instruction Administrative Unit Program Review
MS/Bufalino/L.Hall**

- f. **Vice President Educational Services** – Gaither Loewenstein
No comments.
**Motion – to receive Educational Services Administrative Unit Program Review
MS/L.Hall/Chenoweth**

- g. **Facilities – Maintenance, Grounds, Custodial, Administrative Support – Norco**
Will bring back Norco Facilities to next meeting to give time to review

Next Meeting:

**Thursday, 15, 2009
2:30 – 4:30
District Office, #319**

PROGRAM REVIEW COMMITTEE
October 15, 2009 2:30 – 4:30 p.m.
#307, District Office
MINUTES

Members Present:

Riverside

Chenoweth, Rita
Hall, Lewis
Mills, Susan

Moreno Valley

Bufalino, Patricia
Galicía, Felipe
(in S. Drake's place)
Dumer, Olga

Norco

Elizalde, Andres
Gray, Alexis
Thomas, Jim

RCCD

Members Absent:

Riverside

Acharya, Surekha
Daddona-Moya, Michelle
Hall, Barbara
Kennedy, Stephen
McKee-Leone, Virginia
Vito, Ron

Moreno Valley

Drake, Sean

Norco

Nery, Annabelle
Rey, Jason
Tschetter, Sheryl

RCCD

Brown, Aaron
DiThomas, Debbie
Kauffman, Kristina

Guest: Ed Bush, Student Services

1. Approval of September 17, 2009 Minutes/MS/L.Hall/Dumer

2. Administrative Issues

- a. Final Meeting Date for Fall 2009 – December 10, 2009
Consensus of the committee is not to divide up anything. It was decided that Riverside members would read Riverside programs reviews, Norco members would read Norco's and Moreno Valley members would read Moreno Valley's.
- b. Transition Model for the Year - Committee to review Administrative Units in September; Student Services in October, Discipline program reviews in November and group reports, the integration process and form review will be examined in December. There were between 220 to 260 annual program reviews reviewed last year.
- c. Other – Discussion on Assessment being moved to campus based instead of discipline based. It's possible that annual program reviews may go to campus based also. As we go to three colleges, how will program review fit into the organizational structure?

3. Program Review Submittals

Comprehensive Instructional Program Review

- a. **Cosmetology (resubmit)** – Needs some rearranging so it flows better. Their charts are imbedded in the document and hard to find. Page 1 – 3rd paragraph should say “gives” instead of “giver”, and how does this paragraph relate to the mission statement?

Motion – to approve Cosmetology Program Review/MS/Gray/L.Hall

Administrative Unit Program Reviews

- a. **Dean of Student Services** – Norco – Monica Green wants Jim Thomas to forward the comment that things have changed at Norco. The Dean of Student Services program review and Administrative Program Review was imbedded in the Student Services program review last year. Page 5 – Organizational chart very helpful. P. 6 – Numbers don't add up on the Staff Needs chart. Assessment portion will be reviewed by DAC 10/16/09.

Motion – to receive Dean of Student Services Program Review/MS/L.Hall/Chenoweth

- b. **Business Services** - Patty Braymer
Page 6 and 7 – the request for staff on page 7 is not included on the staffing program on p.6.
Motion – to receive Business Services Program Review/MSB/Bufoalino/Elizalde

- c. **Norco Facilities Department – Steve Monsanto**
 - i. **Administrative Support** – Page 2 – need clarification on the number code referenced.
Motion – to receive Administrative Support Program Review/MSB/L.Hall/Elizalde

 - ii. **Maintenance** – Page 9 – should be page 10 listing computer equipment and other equipment will be listed on page 8.
Motion – to receive Maintenance Program Review/MSB/Gray/L.Hall

 - iii. **Custodial** - Page 8 – they asked for an increase of one staff member in the text but it's not reflected on the chart.
Motion – to receive Custodial Program Review/MSB/L.Hall/Chenoweth

 - iv. **Grounds** - Page 5 - #4 and #6 are identical.
Motion – to receive Grounds Program Review/MSB/Elizalde/Gray

- d. **Student Services Program Reviews**
 - i. **Riverside Student Services** – Page 5 – Computer for Dean's office not noted on the table. Page 10 – Need to change reference to monthly salaries not yearly salaries. Page 14 – bottom of page it says "horrible experience". Is this due to volume of students? Replace the word "horrible" with "overwhelming" and include numbers. Page 20 – numbers are wrong. Page 34 – requesting two canopies so the total cost is wrong. Page 67 – nothing adds up on the chart. Page 68 – Counseling Areas chart there are two #4's. Page 90 – DSPS section they need to reword sentence "almost and classroom". Column formatting is off and need to change "Austra" to "Austria". Page 117 – columns are not formatted correctly. Page 151 – under Matriculation, the SLO is the same as the circumstances and conditions? Page 159 – under Outreach where they are talking about working with the California School for the Deaf, wouldn't this also be considered working with disabled students? Rita will send committee her changes for this page. Page 170 – under Student Activities, first bullet, need to reword sentence. Page 178 – chart shows no total costs. Page 192 and 215 – numbers are off.
Motion – to receive Riverside Student Services Program Review MSB/Chenoweth/Dumer

 - ii **Norco Student Services** – Page 23 – typos A & B. Page 29 – numbers are wrong on the "Area's Need Assessment" chart. Page 45 – numbers are wrong on table. Page 58 – no data or analysis on the SLO's. They are confusing SAO's and SLO's. Page 69 – under Counseling it was recommended they use "shows and no shows" for the column headings. Page 76 – chart has no totals. Page 81 – has a request without a TCO.
Motion to receive Norco Student Services Program Review MSB/Gray/Bufoalino

Next Meeting:

**Thursday, November 19, 2009
2:30 – 4:30 pm
District Office, #319**

PROGRAM REVIEW COMMITTEE
November 19, 2009 2:30 – 4:30 p.m.
#319, District Office
MINUTES

Members Present:

Riverside

Hall, Lewis
Mills, Susan

Moreno Valley

Norco

Nery, Annabelle
Thomas, Jim

RCCD

Members Absent:

Riverside

Acharya, Surekha
Chenoweth, Rita
Daddona-Moya, Michelle
Hall, Barbara
Kennedy, Stephen
McKee-Leone, Virginia
Vito, Ron

Moreno Valley

Bufalino, Patricia
Drake, Sean
Dumer, Olga

Norco

Elizalde, Andres
Gray, Alexis
Rey, Jason
Tschetter, Sheryl

RCCD

Brown, Aaron
DiThomas, Debbie
Kauffman, Kristina

1. Approval of October 15, 2009 Minutes/MS/L.Hall/B.Hall

2. Administrative Issues

a. District Administrative Unit Program Review Guideline Revisions:

- Changed the page orientation to landscape
- Page 6 – eliminated percentages and clarified anticipated staff needs
- Page 14 – split out Assessment Section which is now Part II

Comments: Program Review Units don't receive any feedback from the administrators regarding document. There was a concern regarding the Education Code and making sure we are in compliance.

Motion – to receive revisions to the District Administrative Unit Program Review Guidelines/MS/Nery/B.Hall

b. Transition Model for the year – **Comments:** When the final break to three colleges takes place, should we package the comprehensive and annual program review back together and go back to a four year document and pair it down? Discussion took place regarding program review transitions. Lewis Hall and Susan Mills will discuss with committee members on the Riverside campus and report back to committee.

c. Program Review Annual Report 2008-2009 Draft – Better alignment with charts and tables which makes it easier to extract information. DAC is discussing a different rubric. When do we have to decide which rubric to include? The sheets that list the disciplines still reflect an incorrect score of 3 for Political Science. Please make this correction since this rating was applicable to Norco only.

Motion – to receive Program Review Annual Report 2008-2009/MS/L.Hall/Nery

d. Other – Reviewed RCCD Program Review Processes Survey prepared by Jim Thomas
Is there a feedback process?

3. Program Review Submittals - Comprehensive Instructional Program Review

a. **Art** – Stephen Horn

Comments: Charts show no WSCH FTEs. Under data analysis and environmental scans there is a mention of “new equipment and facilities” for a new full time faculty member. Was this request in the annual program review? First page says “Riverside City Campus” and it should be all campuses. Page 3 – Last paragraph states they have 10 full- time professors and later in the paragraph they say they have only 7 full-time faculty. Need to remove italics. Paragraph before

Section B should say "RCCD" instead of "RCC". Page 4 – include number of certificates awarded. Page 5 – need more analysis of data. Their chart shows an enrollment increase but it's not mentioned in the document. Page 7 – fix typos. Include link to RSA. Page 8 – delete "Jim Thomas" comment in first paragraph. Norco and Moreno Valley are not mentioned in the document. Under #3 what are updated reading and writing assignments? Page 9 – spell out PCAL acronym. They need to say "see Assessment Section". Reword paragraph under #3. Page 18 – Under #7 they need to state how they are cooperative. Page 19 – Under "G" highlight "Appendix I attached". Page 19 – Under "H" #1-8 should also be listed in the annual program review. Page 20 – Leave in ongoing goals and remove those that have been accomplished such as d, e and f.

Motion – to table pending revisions/MS/L.Hall/Nery

b. Administrative Unit Program Review

Moreno Valley Business Services – Page 2 - Expand on second line down. 5th one down would read better if they said "development and implementation" Page 4 – major accomplishments need to be written in the right tense. Page 8 – need total cost of positions. Page 10 - #4 need to give a reason. Page 12 – #1 should be secondary effects from Measure C. TCP is blank on the staff needs table. Page 14 - Equipment table is blank.

Motion – to receive Moreno Valley Business Services/MS/L.Hall/B.Hall

c. **Riverside Career and Technical Programs** – Page 2 – correct typos. Page 3 – spell out acronym ARRA. #1-10 clarify major accomplishments and correct grammar. Page 4 – don't need to state arbitrary goals. Page 21 – Appendix A, rescan organizational chart for clarity.

Motion – to receive Riverside Career and Technical Program/MS/L.Hall/Nery

d. **Riverside Library & Learning Resources** - Good job! Page 5 – SB stands for Steve Brewster. Page 6 – KRCC is a T.V. station.

Motion – to receive Riverside Library & Learning Resources MS/L.Hall/B.Hall

Next Meeting:

Thursday, December 10, 2009 (CANCELLED)

2:30 – 4:30 pm

District Office - #319