

MINUTES FROM MEETING
Thursday, January 6, 2011
9:00 – 10:00
District Office - #319

Present: Jim Thomas, Sylvia Thomas, David Torres, Daniel Martinez, Mark Knight
Debbie McDowell

Discussed the following items:

- Raj updates the Program Review Data online annually so faculty can easily find data needed for their Annual Program Review.
- David is available to give faculty efficiency, retention and success rates for their program review over the last five years. David will have the Fall 2010 information available by the February 11th District Day meeting.
- Annual Program Review Template has been sent to the VP's of each college to be given to each discipline. Faculty will submit their completed APR to the appropriate administrator on their college: Ron Vito, Diane Dieckmeyer, Lisa Conyers or Pat Schwerdtfeger. They are due back to the District on May 16, 2011.
- Jim Thomas to meet with Carlos Tovares, Lisa Conyers, Diane Dieckmeyer and Mark Knight to ask questions of each college on how SharePoint should be structured in order to give them what they need. Hope to have SharePoint available to faculty by Spring 2011 so they can enter their own program review information by discipline and be able to sort and pull out any information needed.
- We are having a District Administrative Unit Program Review Training on Wednesday, January 26, 2011 at the District Office. Program Reviews are due by February 9, 2011.
- We are having a Comprehensive Program Review Training on February 11, 2011 from 12-3:00 on the Riverside College after District Day events. There are 15 comprehensive program reviews due to the District office by October 2011. ESL, Reading, English and Mathematics need to incorporate a placement validation process into their program review this year.
- There are program reviews from 2009 and 2010 which haven't been submitted. Jim will be working on them in the next month and a half.
- This meeting will be held once a month on Tuesdays except for the next meeting scheduled for Thursday, February 3rd.

Next Meeting:

**Thursday, February 3, 2011
9:00 – 10:00
District Office, #319**

MINUTES FROM COMPREHENSIVE PROGRAM REVIEW TRAINING
Friday, February 11, 2011
12:00 – 3:00
Hall of Fame

Present: Jim Thomas, Sylvia Thomas, David Torres, Daniel Martinez,
Debbie McDowell and representatives from each discipline due in Fall 2011

Discussion

- Jim Thomas showed faculty how to access “Program Review” information on the website.
- Disciplines can submit one document with all three colleges included or they can turn in their own program review document from their college.
- Disciplines need to collaborate and set goals. Goals and initiatives will be wrapped into the strategic plan.
- Discipline will submit their draft to the college program review committee by October 2011. It may be submitted to the District Program Review Committee if it’s a district-wide discipline. The college program review committee would send their minutes to the District with their comments and suggestions to the discipline.
- Jim reviewed the Background and Guidelines document. David Torres will have data available for faculty regarding enrollments, efficiencies, FTEF and WSCH broken down by college.
- Richard Mahon and Chip Herzig spoke on “Things to Remember for Program Review”.
 - Course Outlines of Record need to be reviewed and updated
 - Review and rework courses SLOs to Institution SLOs,
 - Develop sample assignments
 - Review and document prerequisites
 - Review placement test question alignment to course content
 - Review all prerequisites (use of content review/statistical validation)
- Daniel Martinez said that Matriculation states that content validity is part of the program review process.
- New legislation SB1440 creates a degree that guarantees admission to Cal State Universities.

PROGRAM REVIEW COMMITTEE
February 24, 2011 2:30 – 4:00 p.m.
#319, District Office
MINUTES

Members Present:

Riverside

Daddona-Moya, Michelle
Hall, Barbara
Hall, Lewis
Kennedy, Stephen
Mills, Susan

Moreno Valley

Dumer, Olga
Tovares, Carlos

Norco

Elizalde, Andres
Thomas, Jim

RCCD

Thomas, Sylvia

Members Absent:

Riverside

Acharya, Surekha
Chenoweth, Rita
McKee-Leone, Virginia

Moreno Valley

Drake, Sean
Fontaine, Bob

Norco

Gray, Alexis
Nery, Annabelle
Rey, Jason
Tschetter, Sheryl

RCCD

Brown, Aaron
DiThomas, Debbie

1. Approval of December 16, 2010 Minutes/MSCL.Hall/B.Hall

2. Administrative Issues

a. Good turnout for the Comprehensive Program Review Training on 2-11-11 with 44 faculty in attendance. Revised Background and Guidelines were reviewed. David Torres, Daniel Martinez, Richard Mahon and Chip Herzig were in attendance for research support, CurriCUNET support and resource support. The Annual Program Review form has been sent to all VP's and they can revise the document as they wish.

b. Reviewed Background and Guidelines for the Comprehensive Program Review. The District Program Review Committee will consist of (3) faculty chairs (1) AVC of Educational Services (1) Dean of Institutional Research. If discipline spans more than one college, they need to make sure they collaborate and have one common curriculum. It will then be submitted to the District Program Review committee. Suggestion: Highlight some of the CPR's online that could be used as a model?

Motion – to accept Background and Guidelines revisions/MSCL.Hall/A. Elizalde

c. College Program Review Committee – will be comprised of faculty, staff and administration from the college. See Background and Guidelines page 5. Program reviews will be posted to the website after being submitted to the District Program Review Committee. Reminders will be sent out in April, May, August and October of Fall due date. Assessment portion of the Comprehensive Program review will be carried by the Annual Program Review. The Future Teacher program that brings interns into the classroom should be added to the "Outreach" or "Collaboration" section of their program review.

d. Meeting Dates – Next meeting scheduled for Thursday, March 24, 2011. A suggestion was made as to whether the April or May meeting should be scheduled at the colleges? Would like to have the last meeting of the semester at the District Office for dialogue to see how transition is taking place.

Jim handed out a worksheet on transitioning to the colleges and discussion followed.

- Decide who will be on the program review committees at each college and send them the agenda for the March 24th meeting. May need a larger room to meet in on the Riverside College?

Meeting adjourned 3:35 p.m. Break out by colleges and met for the next half hour.

Next Meeting:

Thursday, March 24, 2011
TBA
2:30 – 4:30

MINUTES FROM MEETING
Thursday, February 3, 2011
9:00 – 10:00
District Office - #319

Present: Jim Thomas, Sylvia Thomas, David Torres, Daniel Martinez, Mark Knight
Debbie McDowell

Discussed the following items:

Comprehensive Program Reviews

- Revise website links in the Background and Guidelines Comprehensive Program Review document in preparation for meeting on February 11, 2011.
- Periodic reminders to be sent out regarding timeline for Comprehensive Program Reviews due in Fall.
- A de-briefing meeting to be scheduled after 2/11 to see if another training is needed.
- Ask the four disciplines (English, Reading, ESL and Math) to start gathering information needed regarding the placement validation process to be submitted to Daniel Martinez by the end of the Spring term. This gives Daniel time needed to analyze the information and return it to them by the beginning of the Fall semester for their program review. Due to additional work involved, their due date may be extended, if necessary.
- During the 2/11/11 meeting explain the difference between SLO assessment (part of the annual program review) and the prerequisite assessment which is due every six years.
- VP's of Instruction are responsible for completion of their comprehensive program reviews on their college.

District/Admin Unit Program Reviews

- Sylvia Thomas to add duties of Institutional Effectiveness to her program review except for Strategic Planning and analysis of the now vacant AVC position.
- Discussed the redesign and responsibilities of the Institutional Effectiveness department.

Other

- Flex system in SharePoint is being finalized.
- Need point people from each college to decide whether or not they want the District to develop and implement an automated program review management system for annual program reviews or would they rather develop their own system? It was suggested that the District should develop a management system for comprehensive program reviews.
- Should the District continue to be responsible for aggregating and pulling needs/requests for all annual program reviews? District will continue to collect and post annual programs to the website.

Next Meeting:

**Tuesday, March 1, 2011
9:00 – 10:00
District Office, #319**

MINUTES FROM MEETING
Tuesday, March 1, 2011
9:00 – 9:30
District Office - #319

Present: Jim Thomas, David Torres, Daniel Martinez, Mark Knight, Debbie McDowell

Absent: Sylvia Thomas

Discussed the following items:

- How often does Raj update the program review information on the website?
- Daniel was sent a distribution list of those 4 disciplines contact names
- Debbie sent a reminder to VP's today regarding Annual Program Review due on May 16th
- David has two more days of work regarding the data for all 15 disciplines
- Nicole Ramirez on Norco College is the point person for program review and assessment
- SharePoint – this project has been shelved and turn over this responsibility to the college's
- Jim Thomas met with Dr. Maghroori and reviewed the priority list from the District/Administrative Program Reviews. This will be moved forward to the Chancellor
- Daniel Martinez will e-mail any updates he has to Jim Thomas so his attendance is no longer needed at these meetings

Next Meeting:

**Tuesday, April 5, 2011
9:00 – 10:00
District Office, #307**

PROGRAM REVIEW COMMITTEE
March 24, 2011 2:30 – 4:00 p.m.
#319, District Office
MINUTES

Members Present:

Riverside

Hall, Lewis
Kennedy, Stephen
Mills, Susan

Moreno Valley

Fontaine, Bob

Norco

Elizalde, Andres
Gray, Alexis
Thomas, Jim

RCCD

Members Absent:

Riverside

Acharya, Surekha
Chenoweth, Rita
Daddona-Moya, Michelle
Hall, Barbara

Moreno Valley

Drake, Sean
Dumer, Olga
Tovares, Carlos

Norco

Rey, Jason

RCCD

Brown, Aaron
Thomas, Sylvia

1. Approval of February 24, 2011 Minutes/MS/L.Hall/Kennedy (Alexis Gray abstained)

2. Administrative Issues

- a. Update on Comprehensive Program Reviews – Feedback was received. David Torres' data information is now available online.
- b. Update on the Annual Program Reviews – Due May 16, 2011. Norco to add the assessment portion back to the APR along with the G.E. SLO's. The annual program review feeds into the strategic planning process. Let VP's know that they will be collecting the APR's for their college and aggregating the information. They will send a copy to Debbie McDowell for posting to the web.
- c. Update on District Program Reviews – The final District Program Review Committee meeting will be held on May 26th to review and discuss the college's first program review meeting held in April.
- d. College Program Review Committee Responsibilities – Reviewed the college responsibilities for their program review committees. To add (1) reconcile program review submissions and (2) hold program review trainings to Chair responsibilities. Discussed having reassigned time for the chairs of the college program review committees which should continue to come from the District to maintain continuity of curriculum. Chair needs to appoint someone to take minutes – Lewis Hall to ask Ron Vito; Robert Fontaine to check with Carlos Tovares; and Alexis Gray will check with Diane Dieckmeyer.

The revised Committee responsibilities and Checklist will be emailed to the committee members for review at their April meetings.

- e. Comprehensive Program Review Checklist Sheet – District Program Review Committee to be sent only those program reviews that span all three colleges. On the checklist, we will add the description of “common curriculum” and “continuity” from the guidelines.
- f. Discussion on appointing a staff person to be responsible for receiving and distributing program review information for the college - Lewis Hall for Riverside; Carlos Tovares for Moreno Valley; and Nicole Ramirez for Norco? And, then forward them to the VP's to delegate to the appropriate person? The ideal situation would be to use the same forms for all program reviews.
- g. Date and location of college program review committee meetings for April 2011:
 - Riverside – April 21, 2011 – 12:30 p.m.
 - Norco – April 26, 2011 – 12:50 p.m. (Jim needs to change the date)
 - Moreno Valley – Bob Fontaine to speak to Olga Dumer and Carlos Tovares regarding a date which he will email to us when finalized.
 - Two items for April agenda: (1) Assessment component (2) appointing a secretary

- h. May 26th final District meeting to finalize the program review transition plans – after colleges have their first program review meeting in April 2011.
- i. Riverside College Comprehensive Program Review Issues – Susan Mills brought up some concerns: (1) Should they reconsider adding the assessment portion back to the Comprehensive Program Review? The Unit Review has no long-range plan. Susan will communicate with the Assessment Committee and bring back suggestions to the May meeting (2) Recommendation of the Accreditation Commission was to monitor the non-instructional program review process and modify as appropriate. Susan should speak with Norm Godin who is responsible for receiving the annual program reviews for non-instructional units. Suggestion: Should Sylvia Thomas and David Torres oversee revisions and updates of the instructional and comprehensive program review forms? (3) Unit Plan forms – who is responsible for changes to the unit plan forms?

3. Program Review Submittals

- a. None

Motion to adjourn at 4:15 p.m./MSC/Gray/Kennedy

Next Final Meeting:

**Thursday, May 26, 2011
2:30 – 4:30
District Office - #319**

MINUTES FROM MEETING
Tuesday, April 5, 2011
9:00 – 9:30
District Office - #319

Present: Sylvia Thomas, Jim Thomas, David Torres, Debbie McDowell

Absent: Mark Knight

Discussed the following items:

- Jim met with the Norco Academic Council and gave them the revisions for the Program Review Process which they voted on and approved.
- Revise “Vice President of Career Technical Education” to “**Administrative Representative**” on the Comprehensive Instructional Program Review process and revise “The Student Outcomes Assessment Coordinator” to “**Assessment Coordinator**”.
- Each college’s disciplines should submit their own program review and encourage collaboration between the colleges. Since Theatre and Dance are Riverside City College programs, Norco and Moreno Valley wouldn’t need to submit a program review.
- David Torres has been responding to requests for data from Math - Moreno Valley; ESL – District-wide; and Psychology – Moreno Valley.
- Contact Diane Dieckmeyer, Susan Mills, Lewis Hall and Carlos Tovares to see if they would like us to schedule a workshop for the Annual Program Reviews during the last week of April. Also, would they like to have a workshop on the Comprehensive Program Review sometime in May?
- Daniel sent out an update on the validation information on March 23rd. This information should be sent to the colleges by May 2011. At that time, Daniel will schedule workshops for the selected disciplines for review and training.
- Jim Thomas will be making revisions to Section E of the Comprehensive Instructional Program Review Background and Guidelines. Revision made on page 4 – “Riverside Community College Plan” to “Riverside **City** College Plan”.
- Revised “College Program Review Committee Responsibilities” on the second to last bullet to say “Receive, review and **accept** (instead of approve). Same revision to the Comprehensive Program Review Check Sheet to say “Reviewed and **Accepted**” in place of “Approved” and “**Accepted** with minor revisions” on the last two check boxes.
- Collection of Annual Program Reviews: Nicole Ramirez – Norco; VP’s office – Riverside; Moreno Valley - ? (Carlos Tovares?) Jim Thomas to get on the Moreno Valley Academic Council agenda for April 18th to discuss this issue.
- Timelines for the Annual Program Reviews for Riverside and Norco will be May 16th.
- April meetings for the College Program Review Committees:
 - Riverside – April 21 at 12:30
 - Norco – April 28th at 2:30
 - Moreno Valley – (contact Carlos Tovares for date)

Next Meeting:

**Tuesday, May 3, 2011
9:00 a.m.
District Office, #319**

PROGRAM REVIEW COMMITTEE
May 26, 2011 2:30 – 4:00 p.m.
#319, District Office
MINUTES

Members Present:

Riverside

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

Moreno Valley

Norco

Elizalde, Andres
Gray, Alexis
Thomas, Jim

RCCD

Thomas, Sylvia

Members Absent:

Riverside

Acharya, Surekha
Kennedy, Stephen
McKee-Leone, Virginia

Moreno Valley

Drake, Sean
Dumer, Olga
Fontaine, Bob
Tovares, Carlos

Norco

DiThomas, Debbie
Rey, Jason

RCCD

Brown, Aaron

1. **Approval of March 24, 2011 Minutes/MSC/L.Hall/A.Elizalde** (1) abstention – Rita Chenoweth

2. **Administrative Issues**

- a. **Update on Annual and Comprehensive Program Reviews** – Held two trainings at the Moreno Valley College for Annual and Comprehensive Program Reviews. Periodic reminders are being sent out for all program reviews that are due this year. Riverside and Norco have modified their Annual Program Review template.
- b. **Academic Senate Approvals** - Comprehensive Background and Guidelines revisions were approved by the District Academic Senate. Lewis Hall stated that the DAS needs to make changes to their bylaws to recognize the District Program Review Committee. A replacement for a Riverside chair will need to be elected for Fall 2011.
- c. College Program Review Committee Reports
 - Norco held two program review meetings - 4/28/11 and 5/2011. What is the charge for Norco program review committee? Committee decided to allow administrators to have a vote.
 - Moreno Valley held their first program review meeting on 4/7/11.
 - Riverside held their first program review meeting on 4/21/11. Meetings are scheduled for Fall.
- d. Riverside College Comprehensive Program Review Issues Follow-up: Working on resource planning to make it more like strategic planning. Working to improve their assessment and decide whether or not to add it back to the CPR. Each college will have a different way to implement it into their organizational design.
- e. Next District Meeting – May have a meeting in September to implement the individual college-based program reviews.

3. **Program Review Submittals**

- **Music** – Charles Richard
Comments: Major formatting/editing revisions needed to make the document flow better. The committee suggests they use a single editor when making revisions since this was written in three voices. Page 4 – information should be inserted into a table. Make a list of the contents on pages 8 – 12 or add to an appendix instead of using a chart. Remove all faculty names. On Page 2 – change “Performing Arts Mission Statement” to “Riverside City College Mission Statement”. Need to clarify that Norco does offer an AA degree.
Motion – to accept the Music Program Review pending Jim meeting with Charles Richard to implement modifications listed above/**MSC/R.Chenoweth/A.Gray**
Jim will review modifications before uploading to the website

- Business Administration** – Patricia Worsham
Comments: Riverside City College prefers to write their own program review. History section and mission statements show no comment on how they relate to the other colleges. Moreno Valley didn't submit any information. Need to give them the opportunity to separate this program review into a three-college document. Discussion followed.
Motion – to accept the Business Administration Program Review for discussion.
MSC/L.Hall/A.Graty
Amended Motion – to table Business Administration Program Review and recommend that each college provide their own individual program reviews and be placed on the 2011 cycle due Fall 2011!
MSC/L. Hall/R.Chenoweth
- Communications Studies** – Joan Gibbons-Anderson
Comments: It is recommended that this program review be deferred to the Riverside Program Review Committee for approval and then submitted to the District Program Review Committee in Fall 2011.

The DPR committee deferred to the Riverside Program Review Committee who broke off to accept and discuss the Riverside Communication Studies Program Review.

Comments: Page 5 – suggestion to modify the two sections pertaining to having trouble holding onto a Forensics Director due to burnout. Page 3 – under “Alignment” 3rd paragraph where they state “initial data demonstrates up to 25% success rates”. Does this mean an increase in success rates? Page 10 – states that it's a 20% success rate not 25%. Need to reformat margins in the document.

Motion by the Riverside Program Review Committee – to approve the Riverside Communication Studies Program Review to be submitted to the District Program Review Committee in Fall 2011/
MSC/L. Hall/B. Hall

The District Program Review Committee reconvened and made a motion based on the Riverside Program Review Committee's approval.

Motion by the District Program Review Committee - to accept Riverside's Communication Studies Program Review approval and wait for final submission to DPR in Fall 2011 for final approval /
MSC/A.Gray/M. Daddona

Meeting Adjourned at 3:50 p.m./L.Hall/R. Chenoweth

Next Meeting: TBA

MINUTES FROM MEETING
Tuesday, May 3, 2011
9:00 – 9:30
District Office - #319

Present: Sylvia Thomas, Jim Thomas, Debbie McDowell

Absent: David Torres, Mark Knight

Discussed the following items:

- Norco and Moreno Valley approved revisions to the Comprehensive Background and Guidelines
- Reviewed the District website to locate program review and accreditation information for each college. All program review information is found on the District website under "Employee/Faculty/Program Review". Accreditation information for each college is located on the District website under "Educational Services/Instruction/Accreditation".
- Each college is in the process of constructing their own websites.
- Make sure we copy Cordell Briggs and Wolde-Ab Isaac with all information going to Carlos Tovaes regarding Program Review.
- Diane Dieckmeyer sent out an e-mail with a revised Annual Program Review adding the assessment portion back to the document.
- Sylvia Thomas will be sending out an e-mail to the 12 disciplines that are way overdue on their Comprehensive Program Reviews. These need to be completed by December 2011!

Next Meeting:

**Tuesday, June 7, 2011
9:00 a.m.
District Office, #319**

MINUTES FROM MEETING
Tuesday, June 7, 2011
9:00 – 10:00
District Office - #319

Present: Sylvia Thomas, Jim Thomas, David Torres, Mark Knight; Debbie McDowell

The following items were discussed:

- Jim Thomas will review and work with faculty whose CPRs are overdue (21) this summer.
- Debbie McDowell will follow-up with contact faculty who submit their CPR to the District PR Committee sending them the committee's suggested revisions and motions made. She will continue to send out reminder notices throughout the Summer and Fall to all CPRs that are overdue along with those due in Fall 2011.
- Mark Knight to prepare a new template for the Comprehensive Program Review webpage.
- Per Sylvia Thomas' concern, Jim will add a couple more objectives to the "Guidelines" (1) request faculty to list all common courses under the Curriculum Section (approved by each college) along with a list of college specific courses and a request for all CORs to be updated (2) Disciplines undergoing content review for subject validity in conjunction with program review need to confirm that the test aligns with the curriculum and to determine whether it is an appropriate placement tool. This validation process should be undertaken every six years.
- An e-mail will be prepared next week and sent to all overdue CPRs with a copy of the revised Guidelines and a copy of their latest CPR to use for updating to 2011. Jim Thomas will be listed as a contact for help and any questions they may have.

Next Meeting:

TBA

DISTRICT PROGRAM REVIEW COMMITTEE

October 11, 2011

12:00 – 2:00 p.m.

#319, District Office

MINUTES

Members Present:

Crasnow, Sharon; Fontaine, Robert; Hall, Lewis; Thomas, Jim; Thomas, Sylvia; Torres, David

Absent:

Dumer, Olga; Gibbs, Travis; Nelson, Lee; Tovaes, Carlos

1. Approval of May 26, 2011 Minutes/MSC/Hall/Fontaine

2. Administrative Issues

- a. Dates for Meetings this Fall Semester
 - i. November 8th – 12:00 to 2:00 p.m.
 - ii. December 6th – (Needs to be changed) - The December 6th meeting was rescheduled for **Tuesday, November 29th from 12:00 - 2:00.**
- b. Charge from the District Academic Senate – Sharon Crasnow was present to discuss the the District Academic Senate’s charge for the District Program Review Committee.
 - Discussion took place regarding a new design for the comprehensive program review and/or merging it with the annual program review. Reasons for keeping the comprehensive program review:
 - It includes long-range planning; continuity among the colleges; common curriculum; resource allocations, and addresses updating CORs.
 - It guides the college’s strategic plans
 - Includes documentation for new courses, justification for new faculty, etc.
 - Ask the disciplines with a program review due this year what suggestions they might have for improvements. Do they want to see the comprehensive merged with the annual program review, e.g.?
 - It is not the purview of the District Program Review Committee to oversee District and College Administrative Program Reviews.

Conclusions:

- Sharon Crasnow will recommend to the District Academic Senate that the District Program Review Committee continue one more cycle of Comprehensive Program Review (for 2012) before transitioning to a new format/structure.
- Sharon would like to have feedback from the college program review committees as to what they want from the District Program Review Committee for discussion at our next meeting.
- Colleges need to revise their strategic planning process and realize the importance of the Comprehensive Program Review.
- Would like to see a template created for the Comprehensive Program Review per faculty requests.
- Please convey to faculty that program review data support is the District Research Department’s top priority. David Torres is available to generate and interpret data for all program reviews.
- All disciplines with a comprehensive program review due this year need to be contacted and informed that they need to include a list of all their courses including the date it was last reviewed. The problem right now is a lot of courses lack assignments which is a Title 5 compliant issue.
 - What mechanism can be used to enforce this issue?
 - What should the recourse be for incomplete program reviews?
 - Faculty need to see there is a fundamental use and purpose for the Comprehensive Program Review

3. Program Review Submittals - none

Next Meeting: Tuesday, November 8th /12:00 – 2:00/District Office, #319

Meeting Adjourned - 2:00

DISTRICT PROGRAM REVIEW COMMITTEE

November 8, 2011

12:00 – 2:00 p.m.

#319, District Office

MINUTES

Members Present:

Hall, Lewis; Thomas, Jim; Thomas, Sylvia; Torres, David; Tovaes, Carlos

Absent:

Crasnow, Sharon; Dumer, Olga; Fontaine, Robert, Gibbs, Travis; Nelson, Lee

1. Approval of October 11, 2011 Minutes/MS/C/Hall/Tovaes (1) abstention - Carlos

2. Administrative Issues

1) Feedback from college program review committees regarding organizational structure:

a) Moreno Valley – Meet the first Thursday of every month. The Standards I committee met with Carolyn Quin as the chair. This committee is charged with overseeing Program Review. Sheila Pisa, Carolyn Quin, and Larissa Broyles have volunteered to read the program reviews along with Carlos Tovaes, Bob Fontaine and Olga Dumer. Moreno Valley has posted pending program reviews on their website as a holding place until they are final. It was suggested that they add “Draft” as a watermark on the pending program reviews to avoid confusion.

b) Riverside – Meet every third Thursday of the month. Working through the overdue list first. Suggestion: Max could reformat and edit documents before they are submitted to the program review committee. It should be the College’s decision whether or not a program review is needed when there’s only PT faculty in that discipline. More committee members are needed for the volume of program reviews coming through. Forms and questions need to be rewritten.

c) Norco – Meet every third Thursday of the month. Checking for updated CORs. A timeline for the Annual Program Review has been formalized, adopted and will be recommended to the Academic Senate. The committee will also create a rubric for the APRs.

2) A New Template for Comprehensive Program Reviews – Jim Thomas to restructure Guidelines into a form and add a spreadsheet to the Programs/Curriculum section with questions to be answered regarding COR information. Training for Comprehensive Program Review’s, due in Fall 2012, is scheduled for Friday, February 10, 2012 (District Day). Data for program reviews continues to be sent out upon request.

3) CORs need to be updated and included in the CPR: How do we enforce this? – To streamline this process, we could ask a series of questions that would be answered by filling in a spreadsheet provided. **Example:** (1) Attach a sample assignment (2) How often are their COR’s updated – need last date reviewed/revised (3) Have their textbooks been updated? (4) Are their prerequisites listed? (5) Have all SLOs been updated?

It was suggested that this spreadsheet could be included as an Appendix. N/A should not be an option in the Long-term planning section! It needs to be filled out! Disciplines need to oversee this process. Jim Thomas will bring the revised form back to our next meeting for review.

Discussion followed regarding colleges posting their Annual Program Reviews to their own website. **Conclusions:**

- Riverside City College will post their Annual Program Reviews to their own website
- The Colleges will have a link directly to their Comprehensive Program Reviews on the District website to ensure they are linking to the most updated version

3. Program Review Submittals - none

Meeting Adjourned/MS/C/L.Hall/Tovaes 1:25 pm

Next Meeting:

Tuesday, November 29th

12:00 – 2:00

District Office, #319

DISTRICT PROGRAM REVIEW COMMITTEE
November 29, 2011
12:00 – 2:00 p.m.
#319, District Office
MINUTES

Members Present:

Hall, Lewis; Thomas, Jim; Thomas, Sylvia; Torres, David; Tovaes, Carlos

Absent:

Crasnow, Sharon; Dumer, Olga; Fontaine, Robert; Gibbs, Travis; Nelson, Lee

1. Approval of November 8, 2011 Minutes/MSC/Hall/Torres/Unanimous

2. Administrative Issues

- a. Discussion of revised Comprehensive Program Review form:
- Jim Thomas eliminated a lot of instructions and created more space to answer each question
 - Page 3 – Revise Section “C” to say “*At a minimum, analyze and write about enrollment, efficiency, success and retention trends...*” Use a bullet format so it’s stands out clearly.
 - David Torres will prepare the data needed for each discipline due in 2012 so that the faculty can access the data online at the February 10th Comprehensive Program Review Training at 3:00 in the Hall of Fame.
 - Page 3 – Revise Section “D” to say ... (CORs), *and, if applicable, program level outcomes*. A chart will be inserted so faculty can easily list their CORs, date last revised and possibly thinking of having a column for “Current Stage of Assessment”. The College Program Review Committees will accept program reviews pending completion of their CORs.
 - Suggested process for validating CORs - Jim Thomas could send an e-mail to the District Tech Review Committee each month stating which program reviews have been completed. and respond back to Debbie McDowell whether or not CORs have been updated or are in the process of being updated.
 - Page 3 - Question to add to last paragraph under “D.” – What programs are under development or anticipated?
 - Page 4 – Revise Section “E” to say ... include your progress of *how many CORs have been assessed and whether or not the loop has been completed*.
 - Page 4 – Section “F” and “G” should be Optional.
 - Page 5 – Section “H” – Revise paragraph to say “*Describe significant long term resource needs that need to be addressed by the college or district in the next four years*.”

Jim will make the suggested revisions to the Comprehensive Program Review Forms to be ready for use on February 10, 2012 for the CPR Training. The Background and Guidelines will be sent out as a separate attachment with the new form.

3. Program Review Submittals - none

Next Meeting:

**Tuesday, January 24, 2012
12:00 – 2:00
District Office, #319**

Meeting Adjourned: 2:00 p.m.