

## DISTRICT PROGRAM REVIEW MEETING AGENDA

MEETING DATE: MAY 30, 2019

12:50 P.M. – 1:50 P.M. VIA CCC CONFER

### A. Call to Order

### B. Approval of Agenda: May 30, 2019

Approval of Minutes: November 20, 2018

### C. Action Item:

Review/Approval of Committee Members and Committee Chair:

Alexis Gray; Anya-Kristina Marquis (Chair); Susan Mills; Cynthia Morrill; David Torres

### D. Discussion Items:

- Revisit Statement of Purpose

**District Program Review Committee Statement of Purpose** The District Program Committee is responsible for overseeing the best practices for program review within the district while supporting the autonomy of each college and fostering collegial discourse to maintain continuity for strategic planning and resource allocation within the district.

- Confirm Scheduled Meeting Date for 2019/2020 Academic Year  
November 21, 2019; 12:50 p.m.-1:50 p.m.; via CCC Confer  
May 28, 2020; 12:50 p.m.-1:50 p.m.; via CCC Confer
- Results/recommendations to update the information on the District website:  
<https://www.rccd.edu/administration/educationalservices/ineffectiveness/Pages/ProgramReviewCommittee.aspx>
- Status of TracDat representatives from the Colleges

### E. Information Items:

#### **Moreno Valley Committee Report**

#### **MVC Instructional Program Review Update, Spring 2019**

- This spring the MVC Instructional Program Review Committee offered numerous FLEX training sessions to assist CTE faculty as they completed Program Review. Training sessions were offered at MVC main campus and BCTC by the IPRC Chair, Nuventive Administrator and the Instructional Programs Support Coordinator.
- All twelve CTE programs submitted Comprehensive Reports by the deadline, May 1.
- Of the 12 reports submitted, 1 was accepted at first viewing, 9 had minor revisions requested and 2 had major revisions requested.
- All CTE programs have submitted revisions for the committee as of May 25.
- Three members from the IPRC attended the APC meeting in February to hear the needs of the APC with regards to faculty prioritization deadlines.
- After hearing the timeline needs of the APC, October 1<sup>st</sup> was voted on in March by the IPRC and approved as the due date for future Program Review Reports.
- The deadline recommendation was taken to the MVC Senate and approved in April.
- Based on the needs of the APC and Business Services, October 1<sup>st</sup> is the new deadline for faculty to submit Instructional Program Review Reports. Both Annual Checks and Comprehensive Program Review Reports will be due October 1.
- Tentative fall schedule below...

#### **August-September**

- Training for Faculty will begin at August FLEX and continue through the end of September.
- Training for Deans in the review process and Nuventive will begin the first week of September.
- Formative Dean's review of reports will take place September 16-30. This is a review and comment period for Deans to interact with faculty on analysis and quality.

## October

- Members of the IPRC will review submitted reports during the first week of October.
- The IPRC will meet to accept reports with Dean's comments in the second week of October.
- Revisions to reports will be due by October 31.

## November-December

- Accepted Comprehensive Reports will be uploaded to the Instructional Program Review website.
- The IPRC will review processes and timelines from Fall, discuss any needed revisions.
- The IPRC will evaluate the effectiveness of the Program Review Handbook and discuss any needed revisions.

## **Norco Committee Report**

### **Norco College Program Review report**

As the Committee will recall, in the 17-18 academic year, the entire college did a comprehensive program review. We reached 100% compliance. That was the first year of a three-year cycle. The entire college will complete a comprehensive program review next in the 20-21 academic year. For the 18-19 Academic Year, the entire college did not have a program review that was required. Instead, an optional annual update was available if a program needed new resources or needed to update a goal before the next comprehensive. Those were received, reviewed and sent to the appropriate constituency.

The committee has spent this academic year considering the new process and evaluating and assessing its effectiveness. After that year of reflection, we determined that the Nuventive software platform was too limited for our needs and we began researching other platforms. It is our hope to find a platform that better integrates curriculum, assessment and program review needs. The end product that we received from Nuventive was, for the most part, woefully inadequate for our needs and required the coordination of software platforms outside of the system. Almost everything within the system was not readily usable. This year's annual update was created entirely using Microsoft excel forms. It worked fairly well (certainly better than Nuventive) and we were much happier with those results.

We also worked as a committee on why we ask the questions that we ask within program review. It was discovered that very few people actually read the responses that are not resource related. If our goal is to have a program review be meaningful, the coordination of curriculum and assessment needs to be better linked and the program reviews themselves need to be more widely read. As I mentioned above, a solution is in progress but we do not, as of yet, know what that will look like. We only know our deadline for those issues is the next Comprehensive cycle and we are working within our ISER to find out what we need to be asking.

## **Riverside Committee Report**

### **Riverside City College Program Review report**

The Program Review committee is presently working on revisions to the template in view of the previous comprehensive and update reports, particularly in view of:

- The college's strategic planning regarding Guided Pathways
- Efforts towards achieving student equity,
- Program assessment.

The revised template will focus in part on clarifying how resource requests interface with the college's strategic planning, that is to say, by demonstrating their purpose and need in view of strategic planning initiatives.

Resource requests will need to include explanation of how new initiatives function within college goals regarding student equity, success and enrollment, as well as program assessment. Part of this streamlining is intended to make reading, responding, and ranking program review initiatives less arduous.

The revisions for the comprehension are not complete at present.

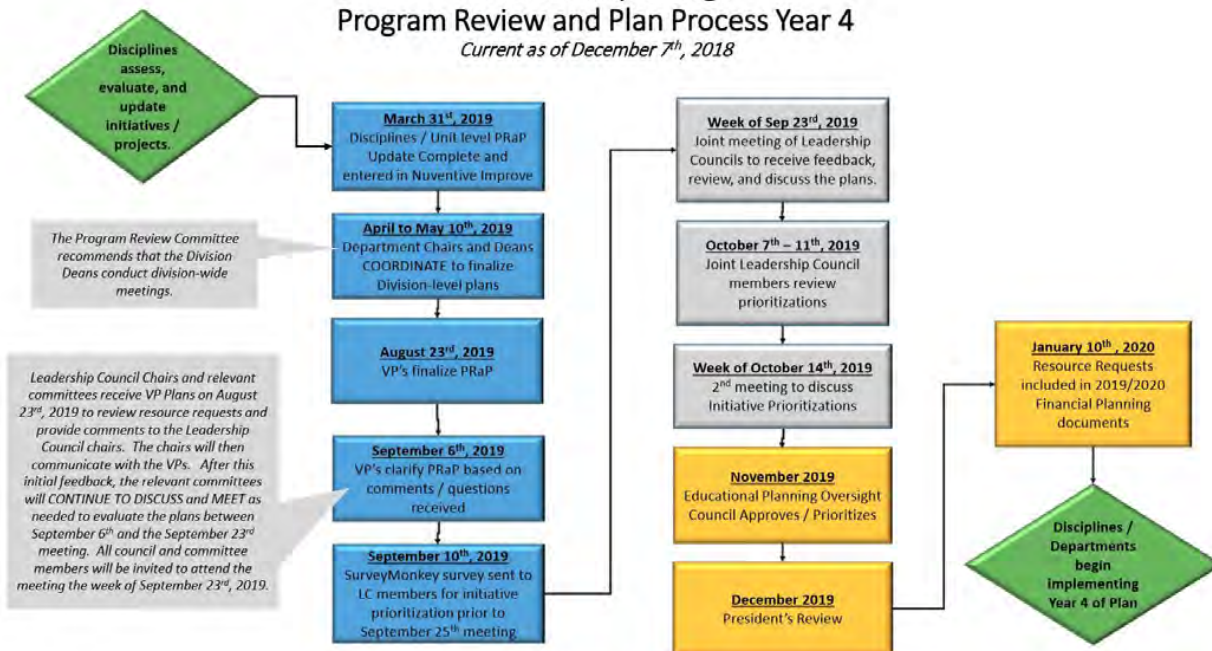
The most recent updates (to the previous comprehensive program review) are in process (see second chart)

The charts below illustrate the operations of program review at City College and provide a calendar through January 2020.

# Riverside City College Program Review and Planning



## Riverside City College Program Review and Plan Process Year 4 *Current as of December 7<sup>th</sup>, 2018*



### MEETING DETAILS

Title: District Program Review  
Start Time 05/30/2019 12:50 PM  
End Time 05/30/2019 1:50 PM  
Participant Passcode **714579**

Dial your telephone conference line: 1-719-785-4469

\*Toll free number available: 888-450-4821 Participant Conference Feature  
\*6 - Mute/unmute your line

### FOR ASSISTANCE

CCC Confer Tech Support - Monday - Friday between 8:00 am - 4:00 pm Phone: 1-760-744-1150 ext 1537 or 1554 Email: [support@ccctechconnect.org](mailto:support@ccctechconnect.org)

## DISTRICT PROGRAM REVIEW MEETING MINUTES

MEETING DATE: MAY 30, 2019

12:50 P.M. – 1:50 P.M. VIA CCC CONFER

A. **Call to Order: 12:57 p.m.**

B. **Approval of Agenda:** May 30, 2019 **Motion Gray / 2<sup>nd</sup> Morrill - Approved**

**Approval of Minutes:** November 20, 2018 **Motion Gray / 2<sup>nd</sup> Morrill - Approved**

**Attendees:** Alexis Gray, Anya-Kristina Marquis, Susan Mills, Cynthia Morrill

**Not in Attendance:** David Torres

**Guests:** Wendy McEwen, Sheila Pisa, Lijuan Zhai

C. **Action Item:**

Review/Approval of Committee Members and Committee Chair:

Alexis Gray; Anya-Kristina Marquis; Susan Mills; Cynthia Morrill (Chair); David Torres

**It has been determined that Cynthia Morrill will Chair the committee for the 2019/2020 Academic Year**

**Motion Gray / 2<sup>nd</sup> Marquis – Approved**

D. **Discussion Items:**

- Revisit Statement of Purpose

**District Program Review Committee Statement of Purpose** The District Program Committee is responsible for overseeing the best practices for program review within the district while supporting the autonomy of each college and fostering collegial discourse to maintain continuity for strategic planning and resource allocation within the district. **It has been determined that the Statement of Purpose is to be added to the November 14, 2019 Agenda for discussion and/or revisions.**

- Confirm Scheduled Meeting Date for 2019/2020 Academic Year  
November 14, 2019; 12:50 p.m.-1:50 p.m.; via CCC Confer  
May 14, 2020; 12:50 p.m.-1:50 p.m.; via CCC Confer  
**Motion Gray / 2<sup>nd</sup> Morrill – Approved**

- Results/recommendations to update the information on the District website:

<https://www.rccd.edu/administration/educationalservices/ieffectiveness/Pages/ProgramReviewCommittee.aspx>

**The District website has not been updated at all. It will have to be reviewed and revised. The website will require several updates/revisions and should house all material(s) pertaining to this committee in addition to links to the College' websites, respectively. The updates are an accreditation task. Revisions and/or recommendations to be discussed at the next meeting.**

- Status of TracDat representatives from the Colleges

**We will not be continuing with TracDat. Curricunet/Meta and Canvas will be used. The SLO(s) in Canvas are on a rubric and we want to export and discuss the assessment and complete a comprehensive annual report. We ran the report and it did not produce what we needed. The data was unavailable for retrieval. We went back six months later and the information was not any better. We will need to work the way we retrieve the data. Power BI and TracDat are linked into Excel.**

## E. Information Items:

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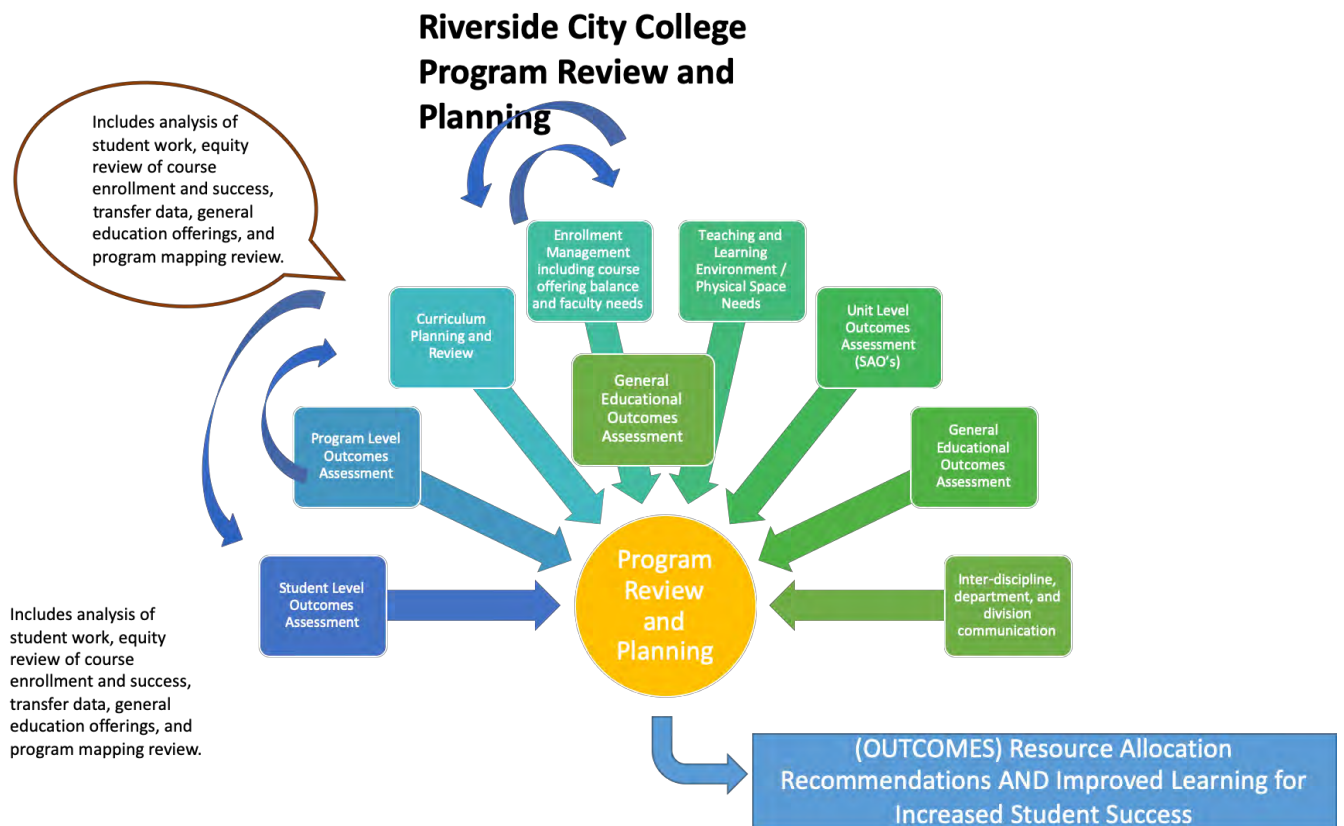
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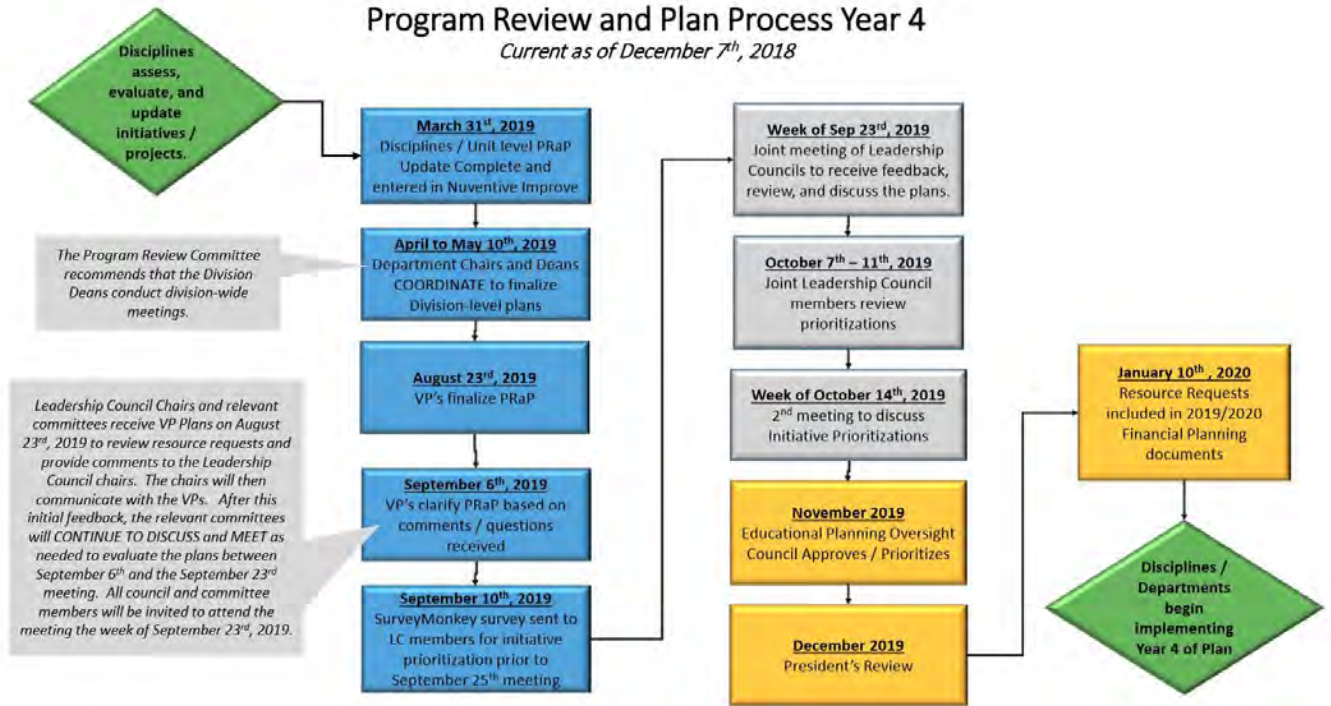
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The charts below illustrate the operations of program review at City College and provide a calendar through January 2020.



# Riverside City College Program Review and Plan Process Year 4

*Current as of December 7<sup>th</sup>, 2018*



F. **Adjourned: 2:09 p.m.**

**MEETING DETAILS**

Title: District Program Review  
 Start Time 05/30/2019 12:50 PM  
 End Time 05/30/2019 1:50 PM

Dial your telephone conference line: 1-719-785-4469  
 \*Toll free number available: 888-450-4821 Participant Conference Feature  
 \*6 - Mute/unmute your line

**FOR ASSISTANCE**

CCC Confer Tech Support - Monday - Friday between 8:00 am - 4:00 pm Phone: 1-760-744-1150 ext 1537 or 1554 Email: [support@ccctechconnect.org](mailto:support@ccctechconnect.org)