

DISTRICT PROGRAM REVIEW MEETING MINUTES
MEETING DATE: MAY 14, 2020
12:50 P.M. – 1:50 P.M.
VIA ZOOM PHONE: 1-669-900-6833 / MEETING ID 672 113 0391
<https://cccconfer.zoom.us/j/6721130391>

A. **Call to Order**

B. **Approval of Agenda:** May 14, 2020

Approval of Minutes: November 5, 2019

C. **Committee Members:** Alexis Gray, Anya-Kristina Marquis, Susan Mills (Co-Chair), Cynthia Morrill (Chair), David Torres
Guests: Greg Aycock, Wendy McEwen, Brandon Owashi, Sheila Pisa, Lijuan Zhai

D. **Information Only:**

- Since this committee is a sub-committee of the District Academic Senate (DAS), any changes to the committee's role must be approved by the DAS. The Senate must be advised and must approve the request if the committee is rolled into the District Strategic Plan as we are a part of the 10 + 1.
- Dr. Morrill will schedule a meeting with Dr. Sellick (District/RCC Academic Senate President) to determine, from the Senate's perspective, the charge of this committee and what information is to be included in the annual report to the DAS. A status will be provided by Dr. Morrill.

E. **Discussion Items:**

- Determine Meeting Dates and Committee Chair for 2020/2021 Academic Year.
Thursday, November 12, 2020
Thursday, May 13, 2021

Committee Chair: Alexis Gray, Norco College

Determine who will replace Dr. Mills on this committee for the 2020/2021 Academic Year. Discuss additional changes to the committee members, if applicable.

- 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.

- The District Strategic Planning Council is in the process of changes within the structure of Program Review. There is a possibility this committee may be rolled into Strategic Planning and Institutional Effectiveness Council. Several factors must be considered including, but not limited to, how DPR changes will fit into the new role and/or the District's five-year plan. What impact, if any, will there be to the District's Strategic Plan Goals? This item was tabled at the November 5, 2019 meeting
- Approval of the updates on the District website: https://www.rccd.edu/admin/ed_services/Pages/pr.aspx

F. **Information Items:**

District Committee Report

As part of the District Strategic Planning process, each department in the District office completes a Program Review and Plan (PRaP) on the same five-year cycle. The five-year cycle will begin with fiscal year 2020-2021 and continue to fiscal year 2024-25. District Office plans address the goals and targets in the District Strategic Plan 2019-2024 and align with colleges' strategic plans

In order to achieve vertical integration, directors and deans will develop PRaPs, which will then be integrated into the Associate Vice Chancellors' PRaPs. The Vice Chancellors will then consolidate the plans of the Associate Vice Chancellors (and Deans/Directors when appropriate) in their areas into the four Vice Chancellor Plans.

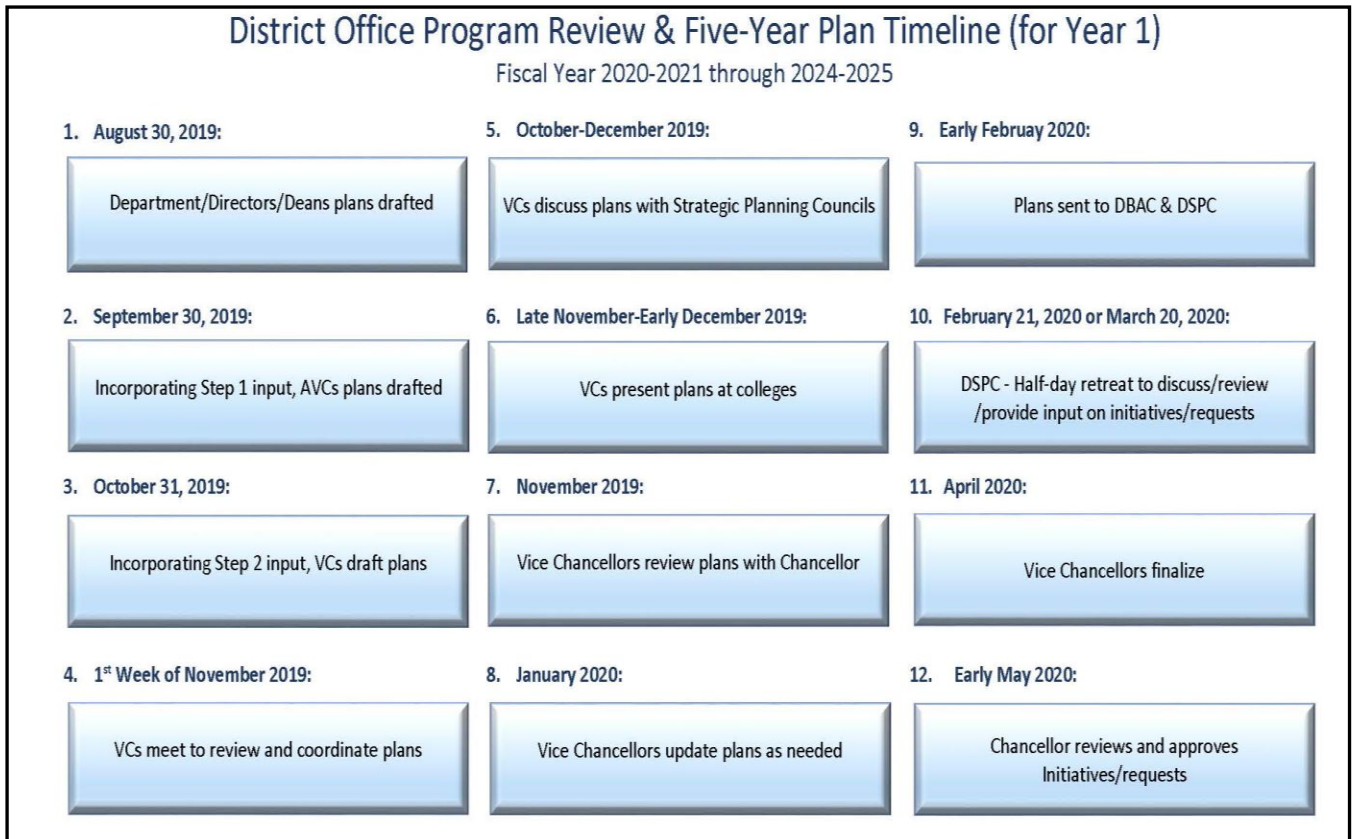
In addition to the line functions, Associate Vice Chancellors and Vice Chancellors will review and integrate the colleges' plans as they develop their plans. Horizontal integration will also be achieved by working closely with the district strategic planning councils. For example, the Associate Vice Chancellor of Information Technology will review and incorporate relevant data and strategies from the colleges' technology plans. The district IT plan will be reviewed in the Resources Council. Once the IT plan is integrated into the Educational Services Vice Chancellor's plan, it will be presented, discussed, and vetted at each of the colleges.

The Vice Chancellors will work together and with the Chancellor on draft plans to identify areas of synergy and to coordinate strategies. After this review, plans will be sent to the District Budget Allocation Council (DBAC) and the District Strategic Planning Council (DSPC) for further feedback, review, and discussion. The DSPC will hold a retreat to discuss, review, and provide input for plans.

Based on the feedback from the DSPC, the Vice Chancellors will finalize plans and present recommendations on initiatives for funding to the Chancellor for his final review and approval.

Each year, all departments and areas will complete an annual update to monitor, assess, and evaluate progress and plan for the next year.

Educational Services Strategic Plan and Program Review



Educational Services and Strategic Planning completed its 5 year strategic plan and program review. See the attachment

Nuventive The district office purchase Nuventive to capture strategic plan and program review information. It was planned to input during the spring 2020. However, due to the closure of the district colleges, the process is currently on hold now.

Moreno Valley College Fall 2019 Committee Report

IPRC Chair has been meeting frequently with Nuventive to get the upgraded platform ready for Fall reports. Meetings have been multiple times each month via Zoom with representatives from Office of Institutional Effectiveness, Assessment Committee and IPRC.

@rccd.edu email accounts are still posing an issue on the Nuventive side. Faculty who were once RCCD adjuncts cannot log in to the MVC site. Nuventive has been aware of this issue for months and is still working on a resolution.

IPRC and the new Dean of Institutional Effectiveness have been communicating and establishing ways in which the Office of Institutional Effectiveness can support the MVC IPRC and be more involved in the Program Review process.

IPRC is working with the Office of Institutional Effectiveness to create synchronous and asynchronous online training sessions for Fall 20.

The Training Manual for faculty will need to be revised over summer because IPRC has not been able to work on that during Spring. We are still working with Nuventive to finalize the upgrade formatting and log in.

IPRC has mapped our Program Review Institution Objectives to the current College Goals with department feedback. This mapping can be modified as reports are made, but provides a starting point for faculty.

IPRC revised and approved changes to our Best Practices document to reflect major timeline changes to the Program Review process that were implemented over the last year.

MVC IPRC chair position is up for election in May.

Norco College Fall 2019 Committee Report

We were commended by the visiting team for our authentic commitment to program review so we are pretty proud of that.

We have been working with Nuventive in preparation for next year's college-wide comprehensive. We have changed the questions we are asking to reflect connection to the EMP and assessment in a more meaningful manor. We expect those questions to go before our senate for approval in the Fall. I am unsure if we will meet this semester because of the COVID situation.

This concludes NC's report .

Riverside City College Fall 2019 Committee Report

Riverside City College's Program Review committee is a committee of the Riverside City College Senate and housed within the College's Governance Effectiveness Mission and Quality (GEMQ) Leadership Council.

In view of the Covid-19 shut down, due dates for the Riverside City College comprehensive program review and planning process (PRaP) were pushed back. All academic and service units of the College will submit their comprehensive program review reports on May 8, their reports including both reviews of their unit based upon eleven questions formulated by the Program Review committee, as well as initiatives intended to assist the college in meeting the College's strategic goals in view of student access, student success, institutional effectiveness, resource development and allocation, and community engagement, the College's strategic goals set in view of the District Strategic goals.

PRaPs by Division deans and informed by the Unit documents, are due May 29; these documents will inform those of the overseeing Vice President's due July 1. The cycle of documents, reports, and requests will continue moving through the process map into January 2021, at which point disciplines and departments will begin implementation of approved plans and resource requests for planning year one of new five-year cycle.

All Riverside City College units have greatly benefitted by the efforts of Dean Wendy McEwen, Institutional Effectiveness and her staff in providing useful data sets for understanding, among other things student access and success, as well as conducting one-on-one meetings with faculty, staff, and administrators charged with producing program and planning reports in order to assist faculty, staff, and administrators with understanding, evaluating, and responding to said data.

Also, in view of the current Covid-19 crisis and the upcoming retirements of faculty and staff on the Riverside City College Program Review Committee at the close of this academic year, the committee voted for Cynthia Morrill to continue as faculty co-chair into fall 2020. The matter of a new chair election postponed until fall 2020 and in hope of drawing new members to the committee.

Next Meetings: To be determined

Adjourned: