

PROGRAM REVIEW COMMITTEE  
March 3, 2006, 12:00 – 2:00 p.m.  
MINUTES

**Members Present**

Thomas, Jim; Mahon, Richard; Pavlis, Bonnie; Hendrickson, Robin; Osgood-Treston, Brit; Loomis, Rebecca; Flick, Arend; Pippen, John; Hall, Lewis; Sarkis, Rosemarie; Green, Monica; Rocco, Chris; Kauffman, Kristina; Thomas, Sylvia; Brown, Aaron

**Absent:**

Acharya, Surekha; Burchett, Gregory; Chenoweth, Rita; Conyers, Lisa; Crasnow, Sharon; Davin, Richard; DiThomas, Debbie; Dumer, Olga; Galicia, Felipe; Kennedy, Stephen; Lindsay, Dawn; Maghroori, Ray; McKee, Virginia; Vincent, Bill; Vito, Ron

**Approval of Minutes** – MSC/Loomis/Hall - Approval of December 2, 2005 minutes

**Update on Program Review Workshop 2/8 & 2/9** – Kristina Kauffman stated that data is available online at [www.rccdfaculty.net/resources](http://www.rccdfaculty.net/resources). Data in notebook will be online soon which is password protected. Attention to necessity of updating Course Outlines of Record which are linked to accreditation. Kristina will upload Course Outlines of Record to website.

Jim Thomas stated that Bonnie Pavlis gave an outstanding presentation in January on Student Learning Outcomes a precursor to Program Review. Handout showing status of faculty in their Program Review. Encourage faculty to go through their Course Outlines of Record during Spring 2006 and draft Program Review document by end of semester. Need someone to take charge of Program Review during the summer and have it ready for review by Fall 2006.

**Program Review Submittals** – Jim Thomas stated that Humanities has an excellent document, with outstanding research.

Bonnie Pavlis' overview of self-study – Had three people working on different parts. Bonnie created a summary from The California 2025 publication which was very helpful and used that as her base document. Reviewed history, institutional research, and developed a pre-phase plan for Assessment. Gives us an idea of how to better serve those who are going through the process.

Richard Mahon stated if there's a request for data it should go to Kristina and David Torres and what kind of data should we collect? Kristina stated that data collected could be made available online and keep updated. Rebecca Loomis stated that when specific needs of certain disciplines are needed this can be added to their section.

Jim stated had suggested to David Torres that faculty could formulate research questions to be able to ask for data relative to what they need.

Arend Flick stated that we are under-staffed. Suggested that we should invite David Torres and Dan Martinez to join Assessment committee. Jim stated that we have a 2-page updated document for Program Review for March. Suggested revisions, updates and annual reports be sent through a discipline coordinator and tracked in a database. How would this discipline coordinator be compensated? Incorporate this as a formal part of our Spring semester – Flex/Discipline Day?

Kristina Kauffman stated that Dr. Maghroori said Program Review should be faculty driven. All the pieces are in place but they don't talk to each other. Program Review function faculty/discipline based. Feedback should be campus based. Discussion on restructuring procedure.

Richard stated two recommendations to take forward and ultimately be approved by Senate:  
Insertion of catalog language about disciplines. What is this discipline and where will it get you?

Update college catalog to incorporate these two recommendations.  
Kristina stated that we have an online survey to track student responses.

Motion to have 1<sup>st</sup> recommendation taken forward to the Vice Chancellor's Cabinet meeting.  
MSC/Green/Hendrickson.

Endorsement of the principle that disciplines ought to be able to create majors.

Motion to take 2<sup>nd</sup> recommendation forward to Academic Senate and Accreditation Committee.  
MSC/Sarkis/Green.

Arend Flick suggested that Motion 2 should be embedded in the Program Review document.

Richard Mahon

What resources are available to better integrate PT faculty into the process?

Strategic Initiatives document adopted by Board of Trustees states current productivity student retention, student success, etc. How do we conceptualize student retention, success and how do most students transfer? Is there a difference in grade given by whether FT faculty or PT faculty?

Motion for Program Review Committee to review Strategic Initiatives document and think about how data relative to those questions can be woven into Program Review and that the Assessment piece be approved by **DAC?** MSC/Hall/Hendrickson

Kristina stated that she has set aside \$10,000 to help engage PT faculty in Student Learning Outcomes. Three different approaches and discipline facilitators will decide who will participate and how:

Read module on SLO and pass test - \$25

PT faculty who are the only ones teaching course outline that needs to be updated, may be selected and paid \$100 to update Course Outline of Record for your discipline.

Offer face-to-face 2 hour workshop that would talk about SLO's and the discipline would volunteer to be there for the second half of the workshop and pay them \$50 for their attendance.

Motion to receive P.E. self-study as complete. MSC/Hall/??

Motion to receive Life Sciences self-study with minor revisions as complete. MSC/Hall/Osgood-Treston

Reservations on Counseling self-study after revisions – Discussion followed.

Richard - What does a negative consequence mean? What should the procedure be? Committee to invite discussion between discipline and administration?

Motion for committee to review suggested revisions to be emailed by Jim Thomas on Counseling's self-study. Chaired until suggested revisions have been adequately addressed.

Restructuring to link it to Strategic Planning, requirements for membership and how to handle programs? Richard to present Lewis Hall and Brit Osgood-Treston to Academic Senate as representatives of the Riverside Campus for Program Review.

NEXT MEETING: Friday, March 31, 2006 – 12:00 – 2:00 Admin Conference Room

PROGRAM REVIEW COMMITTEE  
March 31, 2006, 12:00 – 2:00 p.m.  
MINUTES (Amended)

**Members Present:**

**Riverside**

DiThomas, Debbie  
Green, Monica  
Hendrickson, Robin  
Kauffman, Kristina  
Mahon, Richard  
Thomas, Jim

**Moreno Valley**

Conyers, Lisa  
Loomis, Rebecca

**Norco**

Flick, Arend

**Members Absent:**

**Riverside**

Acharya, Surekha  
Brown, Aaron  
Burchett, Gregory  
Davin, Richard (medical)  
Hall, Lewis  
Kennedy, Stephen  
McKee, Virginia  
Osgood-Treston, Brit  
Pippen, John  
Sarkis, Rosemarie

**Moreno Valley**

Dumer, Olga  
Galicia, Felipe

**Norco**

Crasnow, Sharon  
Lindsay, Dawn  
Pavlis, Bonnie

**Approval of Minutes** – MSC/Hendrickson/Loomis - Approval of March 3, 2006 minutes as amended. Members present and absent should be listed by campus.

**Update on Program Reviews**

Kristina shared an article regarding a Federal attempt to create a National Accrediting Commission. The Federal Department of Education has asserted that the Regional Accreditation Commission standards are not sufficient.

Debbie DiThomas suggested that David Torres make his Program Review presentation to the committee at a later date.

Jim Thomas gave a status report on pending PR's and suggested concentration of work to be on down-sizing to 15-20 documents with necessary appendix.

Need to coordinate with the Curriculum committee regarding adding new curriculum to Fall catalog as well as to Spring. Richard Mahon stated these changes are being made. Discussion followed.

Put on agenda for next meeting: Curriculum committee concern with their emphasis on style over content. All rough drafts should be finished after Spring break. Fifteen disciplines completed, 35 pending.

**Motion for final approval of Humanities Program Review – MSC/Hendrickson/Green**

## **Motion for final approval of Counseling PR– MSC/Mahon/Green.**

Two concerns with Counseling PR brought up by Debbie DiThomas that are not reflected in their program review self-study.

1. Analysis of counselor to student ratio in their report takes out all the special program counselors so the ratio is not reflective of the reality as it excludes some counselors and includes all students.
2. Under the current contract, counselors are not available in peak counseling need times, specifically winter and summer. During these times students often wait for hours to see a counselor yet this problem is not mentioned in the counseling program review. Counselors do propose that hiring more counselors is a solution to the lack of counseling services available for students, but even if more counselors were hired under the current contract, it would not solve the peak time issues. This fact should at least be documented in the program review.

Suggested disclaimer – The committee accepts as complete the program review as submitted. As with all program reviews, the final evaluation of the quality of the evidence the committee recommends further and ongoing research driven discussion related to the prioritized evaluation of resources, in particular staffing.

Committee acknowledges the disclaimer and will forward this along with the minutes to the Academic Senate.

## **New Business**

Need for revision of Program Review structure to facilitate the need of three colleges.

## **Next Meeting:**

**Friday, May 5, 2006  
12:00 – 2:00 p.m.  
Admin Conference Room**

PROGRAM REVIEW COMMITTEE  
May 5, 2006, 12:00 – 2:00 p.m.  
MINUTES

**Members Present:**

**Riverside**

Acharya, Surekha  
Brown, Aaron  
Hall, Lewis  
Kauffman, Kristina  
Osgood-Treston, Brit  
Sarkis, Rosemarie  
Thomas, Jim

**Moreno Valley**

Dumer, Olga  
Loomis, Rebecca

**Norco**

Flick, Arend

**Members Absent:**

**Riverside**

Burchett, Gregory  
Davin, Richard (medical)  
DiThomas, Debbie  
Green, Monica  
Hendrickson, Robin  
Kennedy, Stephen  
McKee, Virginia  
Pippen, John

**Moreno Valley**

Conyers, Lisa  
G Galicia, Felipe

**Norco**

Crasnow, Sharon - Sabbatical  
Lindsay, Dawn  
Pavlis, Bonnie

**Guests:** David Torres - MEC

1. **Approval of 4/28/06 Minutes** – MSC/Hall/Osgood-Treston

2. **Proposal for Round #2 of Program Review - Kristina Kauffman Elsayed**

- Discussion of Program Review proposal and concerns – bifurcation of program review process per handout.
- Disciplines to update every year. Process to include: Human Resource, Facilities, & Technology needs. Suggested review every third year. To be determined by faculty.
- Keep curriculum common among disciplines
- Discipline/Campus based – important for strategic planning subcommittees to review program reviews
- Olga stated that discipline facilitators need reassigned time

Aaron Brown stated that currently disciplines have input into budget allocation and spending once allocation has occurred.

Important to encourage completion of program review – no funding if not completed.

- Major components finished. Review discipline breakdown and restructure.
- Timing essential – need particular date to review program review in order to send to budget on time.
- Program Review is foundational issue. Need decision by Fall 2006.
- Next meeting critical. Send out notice to work on during Summer.
- Come up with a consensus and present to Strategic Planning and District Strategic Planning Committees

**3. David Torres – Program Review Data Presentation**

- Showed us what he presents at his workshops - Basic data analysis using excel files with pivot tables

**4. Outline for Student Learning Outcome/Program Review Workshop – 6/12 – 6/14/06**

- Update Course Outlines of Record
- Produce Student Learning Outcomes, COR's, Program Review & Assessment
- Pay facilitators – 6 hours of lecture and 8 hours of lab
- Pay attendees \$100 for all three days

**5. Update on Program Reviews**

- Postponed until next meeting

**6. Program Review Membership Review and Self-assessment**

- Postponed until next meeting.

**7. Program Review Submittals**

- None

**8. Debbie DiThomas to present information on Student Service Learning at next meeting.**

**Next Meeting:**

**Friday, May 19, 2006  
12:00 – 2:00 p.m.  
Admin Conference Room**

PROGRAM REVIEW COMMITTEE  
May 19, 2006, 12:00 – 2:00 p.m.  
MINUTES

**Members Present:**

**Riverside**

Acharya, Surekha  
DiThomas, Debbie  
Green, Monica  
Hall, Lewis  
Kauffman, Kristina  
Kennedy, Stephen  
McKee-Leone, Virginia  
Thomas, Jim

**Moreno Valley**

Loomis, Rebecca

**Norco**

Flick, Arend  
Pavlis, Bonnie

**Members Absent:**

**Riverside**

Brown, Aaron  
Burchett, Gregory  
Davin, Richard (medical)  
Hendrickson, Robin  
Osgood-Treston, Brit  
Pippen, John  
Sarkis, Rosemarie

**Moreno Valley**

Conyers, Lisa  
Dumer, Olga  
Galiccia, Felipe

**Norco**

Crasnow, Sharon - Sabbatical  
Lindsay, Dawn

**Guests:** Mahon, Richard, Thompson, Oliver

1. **Approval of 5/5/06 Minutes** – MSC/Acharya/Loomis
2. **Proposal for Self-Study - Round #2 – Kristina Kauffman**
  - Kristina handed out her draft of the Self-Study process for committee members to review and e-mail Kristina their suggestions, additions, or corrections. Bonnie suggested adding the review of academic disciplines to be every four years. Occ Ed mandated by Title V to review themselves every two years.
  - Program Review document to be refined during the summer. Kristina will contact the following volunteers: Rebecca Loomis; Arend Flick; Richard Mahon; Bonnie Pavlis & Virginia McKee-Leone.
  - Annual review for budget issues only, including staff and facility changes and other needs. Comprehensive reviews on a two four-year cycle for programmatic, curricular & pedagogical issues.
3. **COR, SLO, PR & Assessment Workshop – June 12 – 15, 2006**
  - Offer as often as necessary. Facilitators for workshop will be Arend Flick, Bonnie Pavlis, Jim Thomas and David Torres. Faculty will be able to start working on their Program Review.

#### 4. Update on Program Reviews – Jim Thomas

- Working on Administration of Justice
- Cosmo and Nursing in progress
- Need to start meaningful dialogue and starting writing document

#### 5. Program Review Membership and Self- Assessment

- Recommendations for equal representation for Norco and Moreno Valley:
  - i) Has to be campus-based and approved by campus senate committee
  - ii) Need dialogue – teleconferencing suggested
  - iii) Appoint two faculty from each campus to be responsible for oversight
  - iv) Committee is a decision making committee – need process to fit into District Strategic Planning Committee

Jim took into consideration Monica's suggestion that this committee's main focus should be helping disciplines complete their program reviews for approval by this committee.

#### 6. Program Review Submittals

- Debbie DiThomas reported on Student Services Program Review.  
**Motion approved - Kauffman/Green** – To accept Student Services Program Review with this caveat: There is no formal mechanism to approve non-instructional program reviews at this time. This review will be used as a model to develop a set of criteria for other service programs. The committee applauds their effort.
- Committee to review and e-mail Jim their concerns for Student Services and Dance Program Reviews for approval at first meeting in Fall.



PROGRAM REVIEW COMMITTEE  
September 28, 2006, 2:00 – 5:00 pm  
MINUTES

**Members Present:**

**Riverside**

Green, Monica  
Hall, Lewis  
McKee-Leone, Virginia

**Moreno Valley**

Loomis, Rebecca

**Norco**

Crasnow, Sharon  
Flick, Arend  
Pavlis, Bonnie  
Thomas, Jim-Chair

**RCCD**

DiThomas, Debbie  
Kauffman, Kristina

**Members Absent:**

**Riverside**

Brown, Aaron  
Burchett, Gregory  
Davin, Richard  
Osgood-Treston, Brit  
Sarkis, Rosemarie

**Moreno Valley**

Conyers, Lisa  
Dumer, Olga  
G Galicia, Felipe

**Norco**

Lindsay, Dawn

**Staff:** David Torres

**Guests:** Deborah Makin; Dariush Haghghat; Ward Schinke; Fabian Biancardi; Kevin Mayse, Charlie Richard; Gary Locke, Jasminka Knecht; John Byun; Mark Lewis; Ron Yoshino; Kristi Woods; Micheri Wiggs; Joanie Gibbons-Anderson; Shari Yates, Kim Metcalfe; Mary Flyer; Sarah Burnett; Debbie Cazares; Linda Urquizu; Barbara Hall; Janis Binam; Jo Dierdorff, Rita Chenoweth

1. **Approval of 5/19/06 Minutes** – MSC/Hall/Loomis
2. **Administrative Issues**
  - a. Future Selection of Chairs – **Motion** to approve selection of chairs to be consistent with district committees. **MSC/Crasnow/Hall** (To be forwarded to Academic Senate)
  - b. Review of New Self Study - **Motion** to approve a four-year cycle. **MSC/Crasnow/Pavlis**
  - c. Review of Annual Update – Needs to be submitted by March 15, 2007 whether program review is finished or not. **Motion** to approve the annual review update pending minor revisions. **MSC/Pavlis/Crasnow**
3. **Program Review Submittals – *Comments from each committee member will be compiled and e-mailed to appropriate faculty member***
  - a. **Library** – Linda Urquizu  
**Concerns:** No inclusion of Moreno Valley and Norco campuses. Library needs to collaborate more effectively with other campuses. Need additional information in history and staffing sections. Library has DAC approval.  
**Motion** to table until next meeting pending revisions/**MSC/Crasnow/Hall**
  - b. **Anthropology** – Barbara Hall & Janis Binam  
**Concerns:** Kristina to clean up formatting. COR's completed. Anthropology has DAC approval. Need breakdown of what's needed on each campus to make sure needs are being met. Minor revisions needed to curriculum section. Need to collaborate with faculty in ESL.  
**Motion** to approve pending minor revisions and curriculum approval/**MSC/Crasnow/Hall**

- c. **Dance** - Jo Dierdorff & Rita Chenoweth  
Concerns: No SLO's. Need to add what they would like to have taught on other campuses to the history section. Explain in more detail needs of discipline for each campus. Need to collaborate with student services. Update COR's.  
**Motion** to approve pending minor revisions and approval by Curriculum and Assessment committee. **MSC/Pavlis/Hall**
- d. **Early Childhood Studies** – Shari Yates, Kim Metcalfe, Debbie Cazares, Sarah Burnett, Mary Flyer  
Concerns: DAC to review assessment at their next meeting on 10/20/06. Would like to see reference on collaborating with student services.  
**Motion** to approve pending minor revisions and approval from Curriculum and Assessment committees along with updated COR's. **MSC/Pavlis/Hall**
- e. **EMS** – No faculty present  
Concerns: Need to address goals relating to RCCD Mission statement.  
**Motion** – Approval pending minor revisions, Assessment Committee approval and updated COR's.  
**MSC/Crasnow/Hall**
- f. **History** – Kristi Woods, Ron Yoshino  
Concerns: Debbie DiThomas stated that she would never advise students to take a non-transferrable course. Most of our students don't transfer. COR's completed except for formatting.  
**Motion** – Approval pending Assessment and Curriculum committee approvals and submission of COR's. **MSC/Crasnow/Hall**
- g. **Music** – Kevin Mayse, Charlie Richard, John Byun, Jasminka Knecht, Gary Locke  
Concerns: Specify relationship between Moreno Valley and Norco to the City campus. Detail what's at each campus and be specific about equipment needed for each campus. Add detail to work done by faculty. Major & tracking two separate things. A student can be tracked without a major. Add to Section 1 how program review relates to RCCD mission statement. Add internal review of facts & statistics to "Needs" section.  
**Motion** - Approval pending minor revisions and Assessment and Curriculum committee approvals. **MSC/DiThomas/Hall**
- h. **Political Science** – Dariush Haghghat, Deborah Makin, Ward Schinke, Fabian Biancardi  
Concerns: List needs for each campus under "How Do We Get There?" List conclusion in "Resource" section. Check all percentage figures.  
**Motion** – Approval pending minor revisions, Assessment and Curriculum committee approvals with updated COR's. **MSC/Crasnow/Hall**
- i. **Speech Communication** – Joanie Gibbons-Anderson, Micherri Wiggs  
Concerns: Need data for insertions. Reduce historical section and add to staffing or resource section. Add Gen Ed outcomes to beginning of document. Include collaboration with student services. Need better organization for more clarity and flow of document. Speech Communication has DAC approval.  
**Motion** – to table - Comments will be forwarded to discipline and revisions will be completed by 10/19/06 for presentation at our next meeting on 10/26/06. **MSC/Crasnow/Loomis**

**Next Meeting:**

**Thursday, October 26, 2006  
 2:00 – 5:00 p.m.  
 District Office, Spruce Street**

PROGRAM REVIEW COMMITTEE  
October 26, 2006, 2:00 – 5:00 pm  
MINUTES

**Members Present:**

**Riverside**

Green, Monica  
Hall, Lewis  
Sarkis, Rosemarie

**Moreno Valley**

Loomis, Rebecca  
Bufalino, Patti

**Norco**

Crasnow, Sharon  
Thomas, Jim-Chair

**RCCD**

Kauffman, Kristina

**Members Absent:**

**Riverside**

Acharya, Surekha  
Brown, Aaron  
Burchett, Gregory  
Davín, Richard  
DiThomas, Debbie  
Kennedy, Stephen  
McKee-Leone, Virginia  
Osgood-Treston, Brit

**Moreno Valley**

Conyers, Lisa  
Dumer, Olga  
G Galicia, Felipe

**Norco**

Lindsay, Dawn  
Flick, Arend  
Pavlis, Bonnie

**Staff:** David Torres

**Guests:** Joan Gibbons-Anderson; Ricardo Perez reporting for Debbie DiThomas; Linda Urquizu

1. **Approval of 9/28/06 Minutes – MSC/Loomis/Hall**

2. **Administrative Issues**

- a. 1st reading of Comprehensive Review – Round Two, 2007-2010 Background and Guidelines  
Page 3 – Last paragraph – change “two-year cycle” to “four-year cycle”  
Page 12 – Student Outcomes Assessment was shortened to two questions. Remaining portion was moved to the Annual Review document which will be useful for budgetary and assessment sections. Discussion followed.

**Motion** – to approve Round Two of Comprehensive Review document/**MSC/Hall/Crasnow**

\*Let the minutes reflect that we will set a future agenda item to further discuss utilization of the actual Program Review document.

b. **History of Program Review**

Comments: Found to be very helpful.

**Motion** – to accept History on Program Review/**MSC/Crasnow/Hall**

Official copy and changes to be forwarded to all accreditation teams.

c. **Proposed Schedule – Round Two**

Initially moved some disciplines to three-year cycle so they're not all due the same year.

Switch Life Sciences with Theatre to Win 08

Switch World Languages with Early Childhood Studies to Win 09

**Motion** – to approve Proposed Schedule for Round Two with two amendments/**MSC/Crasnow/Sarkis:**

- i) Add Accounting Win 09
- ii. Combine Fire Technology & Administration of Justice into Public Safety

Discussion followed. Jim stated that the Program Review committee may be responsible only for the Comprehensive Review document once the split is made between the Annual Review and the Comprehensive Review document.

**d. Changes to Annual Review Document:**

Placed watermark of year due on document

Added contact person to each page

Broke page 3 into page 3 & 4 and made space to fill. Will give data to fill in chart.

Page 6 – slightly re-worded

Page 10 – Changed “faculty” position to “staff” position

**Motion** – to approve Annual Review document with minor changes/**MSC/Lewis/Loomis**

**3. Program Review Submittals – Comments from each committee member will be compiled and e-mailed to appropriate faculty member**

**a. Library** – re-submittal by Linda Urquizu

Comments: Good job on assessment. Need to include staff needs on planning document for each campus. Address need of hiring adjuncts.

**Motion** – to approve pending minor changes/**MSC/Green/Crasnow**

**b. Speech Communication** – re-submittal by Joan Gibbons-Anderson

Comments: Evidence has been integrated. Structure was revised for better flow. Much stronger document. Addition of Appendix A1 and A2 and two versions of the history employment. Page 6 – change “data” to “evidence”

**Motion** – to approve Program Review/**MSC/Sarkis/Hall**

**c. Telecommunications** – Sharon Gillins not present

Comments: Data is not easily seen. Need to state why they need space relative to the student. Use data to state what you are going to do and to draw a conclusion. Include a sentence or two on whether or not this is going to be offered at the other campuses. Could be used as a model for future development of programs on other campuses/sites.

**Motion** – to approve Program Review pending approval of Assessment Committee  
**/MSC/Crasnow/Hall**

**d. Physician Assistant** – Not submitted. To be put on later agenda

**4. Concluding Issues**

Point of Information - Kristina sent out to the RP Group a request for any guidelines to non-instructional program review processes that they might want to share. To be included as an agenda item for discussion in January.

**Next Meeting:**

**Thursday, November 30, 2006**

**2:00 – 5:00 p.m.**

**District Office, Third Floor**

PROGRAM REVIEW COMMITTEE  
November 30, 2006, 2:00 – 5:00 pm  
MINUTES

**Members Present:**

**Riverside**

Green, Monica  
Hall, Lewis  
Sarkis, Rosemarie

**Moreno Valley**

Bufalino, Patti  
Dumer, Olga

**Norco**

Crasnow, Sharon  
Flick, Arend  
Pavlis, Bonnie  
Thomas, Jim-Chair

**RCCD**

Brown, Aaron  
DiThomas, Debbie  
Kauffman, Kristina

**Members Absent:**

**Riverside**

Acharya, Surekha  
Burchett, Gregory  
Davin, Richard  
Kennedy, Stephen  
McKee-Leone, Virginia  
Osgood-Treston, Brit

**Moreno Valley**

Conyers, Lisa  
Galicia, Felipe  
Loomis, Rebecca

**Norco**

Lindsay, Dawn

**Staff:** David Torres

**Guests:** George, Gage; Nicholas Rodriguez; Peter Westbrook; Phyllis Hilton; Phyllis Rowe; Angie Fawson; Diana MacDougall; Dorothy Campbell, Kathryn Kelly; Nancy Gall; **Andres Elizalde**

1. **Approval of 10/26/06 Minutes – MSC/Hall/Green**

Committee welcomed Andres Elizalde from the Norco campus to the meeting. **Motion** - to move Andres Elizalde's name forward to the Academic Senate for their approval as a new member.

**MSC/Sarkis/Pavlis**

The question was asked how many members from each campus can be on the committee. With the structure of the committee there could be as many as five members from each campus. Currently there is a dispute about the number of Riverside members.

2. **Administrative Issues**

a. Instructional Program Review - Round Two, 2007-2010 Background and Guidelines  
Document sent to all three campuses. Sent to Riverside Senate and they approved without amendment. Kristina Kauffman to present document to the Norco senate on Monday, and if they approve without amendment, we will proceed with plans for Winter training. Approval from Moreno Valley will be sought.

b. **Updated Calendar for 2007**

Main topic of January meeting will be non-instructional program review. The following program reviews have been moved up on the agenda:

**January** - Community Interpretation; **Economics?** (or Feb); Physician Assistant; Physical Sciences

**February** – Geography; Photography

**March** – Public Safety - Administration of Justice (including Fire Technology)

c. **Update on Fall 2006 Program Review Cohort Revisions**

Anthropology – pending approval of CORs  
Dance – pending approval by COR's

ECS – approved pending COR's  
History – approved pending COR's  
Library – approved  
Political Science – approved  
Speech & Telecommunication – approved pending COR's  
Music – approved pending COR's  
EMS – approved

d. **Non-Instructional Program Review Drafts**

Committee to review samples submitted by Saddleback, Modesto and Porterville Colleges. The Legal and Professional Basis for Program Review is a part of Saddleback's non-instructional program review process. Porterville sent a completed program review from their office of Institutional Effectiveness. Comments and suggestions to be e-mailed to Kristina Kauffman before Christmas vacation to work on putting together a draft. We have scheduled a meeting of a subcommittee to work on this draft for January 23, 2007.

Once we have a good process in place , we will meet with the Vice President's and Associate Vice Chancellor's so they can decide how to break up their units. Need drafts back by our first September meeting to show to our Accreditors.

3. **Program Review Submittals – *Comments from each committee member will be compiled and e-mailed to appropriate faculty member***

a. **Community Interpretation** – submittal by George Gage

**Comments:** To be submitted to DAC on 12/8/07. Need to link to Moreno Valley mission statement. No need to mention specific names. Expand on collaboration section. Amend discussion of a website presence for the CMI program. Mention future concerns at the end of the document. George suggested changing the name of the course  
Should there be a link to other departments such as World Languages, ESL, Communications, etc.? Suggestion of hybrid or online courses to be developed. In process of completing COR's. David Torres to prepare statistics on students needing training before entering the translation program.

**Motion** – to table until January 25, 2007 to discuss as second reading. /MSC/Hall/Pavlis

b. **Art** – moved to February agenda

c. **Cosmetology** – submitted by Peter Westbrook, Nicholas Rodriguez, Phyllis Hilton

**Comments:** To be submitted to DAC on 12/8/06.

Need to develop History Section. Committee commended them on changes made to the application process which is now on-line. Suggestion to add an additional section to student comments in final summary section.

**Motion** – to approve pending revisions, DAC and Curriculum approval /MSC/Hall/Green

d. **Economics** – Submitted by Amber Casolari – not present

**Comments:** Has DAC approval. State how many people are in the discipline among all three campuses. State plans for the future. Develop History Section. Mention collaboration with student services. Set up reasons for conclusions and move to end of the document. Revise mission statement.

**Motion** – to table until January or February/MSC/Hall/Sarkis

- e. **Nursing** – Submitted by Phyllis Rowe and Angie Fawson  
Comments: To be submitted to DAC on 12/8/06. Suggestion of placing link in document for all tables. Committee will review their submission of their self-study reports and their recommendation to use these reports instead of creating another program review document.  
**Motion** – to approve pending DAC approval. **MSC/Hall/Bufalino**
  
- f. **World Languages** – Submitted by Rosemarie Sarkis, Diana MacDougall, Kathryn Kelly, Dorothy Campbell  
**Comments:** Has DAC approval. Need revisions to formatting. Suggestion to summarize frequency of offerings and move to an Appendix. Clarify terminology on Page 2. Use the word “course” instead of “level”. Put data on Page 15, 18, and 19 in table format for each campus. Elaborate on whether or not their goal is a Certificate or an AS Degree. Add a transition statement to the summary analysis.  
**Motion** – approval pending revisions. **MSC/Pavlis/Sarkis**
  
- g. **Photography** – Submitted by Nancy Gall  
**Comments:** Need DAC approval. Need reference to other campuses. Need history of discipline. Include information on courses to be held on other campuses. List under Outreach Section interaction with community. Mention certificates awarded. State reason for students attendance whether personal or to use towards an occupation.  
**Motion** – to table until February for re-read pending revisions and DAC approval.
  
- h. **Physician Assistant** – moved to January agenda

**Next Meeting:**

**Thursday, January 25, 2007  
2:00 – 5:00 p.m.  
District Office, Third Floor**