

**Riverside Community College District
District Program Review Committee
Tuesday, January 24, 2012 – 12:00 to 2:00 p.m.
District Office – 1533 Spruce St. Riverside
Conference Room #319**

Agenda

- 1. Minutes from November 29, 2011**
- 2. Administrative Issues**
 - a. Review revised Comprehensive Program Review form
 - b. Comprehensive Program Review Training scheduled for Friday, February 10, 2012 at 12:00 in the Hall of Fame
- 3. Program Review Submittals**
 - a. None
- 4. Next Meeting: TBA**

DISTRICT PROGRAM REVIEW COMMITTEE

January 24, 2012

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 29, 2011 Minutes/MS/L.Hall/Torres

2. Administrative Issues

- Reviewed updated Comprehensive Program Review document which has been changed to a new format to look more like a template or form which can be filled in along with the revised Background and Guidelines Information document.

Suggested changes to the Comprehensive Program Review form:

- Add (4) bullets on page 3 under "C." for Enrollment, Efficiency, Success and Retention trends. Under "D." add the following comment: *"Do not include CORs in this section"*. Add Lewis Hall's spreadsheet as an example of the way in which the discipline can demonstrate they've completed the review of their CORs with the following headings: "Name of Course"; "Date COR Last Revised"; and "Stage of Assessment". (Attach the Assessment Rubric as Appendix B)

Motion – to accept the Comprehensive Instructional Program Review Forms pending above revisions/MS/L.Hall/Tovaes

Suggested changes to the Background and Guidelines Information:

- Page 2 – revise Bullet 2 to say "Annual Instructional Program Review/*Unit Plan*".
- Page 4 – format "Norco College Plan" to line up correctly with the tab.
- Page 4 - revise chart to accurately reflect the flow of the Comprehensive Program Review process.
- Page 5 - add a description under Bullet 3 to "College Program Review and College Assessment Committees".
- Page 6 – under "Timeframe" change November/December to "November" and add the following sentence: "Program reviews are to be submitted anytime during the Fall semester but no later than November 30th".
- Page 6 - revise sentence under "Timeframe – Spring, Bullet 8 to say: "Update course outlines and submit *through CurricUNET*. Eliminate sentence under "Timeframe, Spring "August/September" Bullet 1.

Motion – to accept the Background and Guidelines Information/MS/L. Hall/Tovaes

Additional Information:

- Comprehensive Program Review Training scheduled for Friday, February 10, 2012 in the Hall of Fame from 12:00 – 3:00.
- Norco's Program Review Committee will review all Annual Program Reviews in Spring 2012. They have prepared a rubric for the annual program reviews. Their due date for annual program reviews will be March 15th.
- District Administrative Program Review scheduled for January 25, 2012.

3. Program Review Submittals - none

Next Meeting:

**Tuesday, February 28, 2012
12:00- 2:00**

Meeting Adjourned: 1:30 p.m.

AGENDA

COMPREHENSIVE PROGRAM REVIEW TRAINING

Friday, February 10, 2012

HALL OF FAME – Riverside City College

12:00 – 3:00

Lunch will be served

12:00 – 12:30 Welcome and Introductions

12:30 – 1:00 Lunch

1:00 – 2:00 Review Guidelines – *Jim Thomas*

2:00 – 2:10 Data Resources – *David Torres*

2:10 – 2:30 Role of Curriculum in Program Review – *Naomi Foley & Toni Van Buhler*

2:30 – 2:35 Concluding Comments – *Jim Thomas*

2:35 – 3:00 Collaborate on Program Review Documents
Questions & Answers

MINUTES FROM COMPREHENSIVE PROGRAM REVIEW TRAINING
Friday, February 10, 2012
12:00 – 3:00
Hall of Fame

Presenters: Jim Thomas, Sylvia Thomas, David Torres, Naomi Foley, Toni Van Buhler, Greg Burchett, Natalie Hannum

Disciplines Due Fall 2012:

Cosmetology; Counseling; Early Childhood Education; Film Studies; Geography; Honors Program; Humanities; Kinesiology; Life Sciences (Anatomy, Biology, Health Sciences, Microbiology); Political Science; Speech Language Pathology

Discussion

- Jim Thomas demonstrated how to navigate to the District Program Review website. He explained what is needed in the program review with the Background and Guidelines and then went through the Comprehensive Program Review form. The following revisions were suggested for Section D and E.
 1. Section "D" - remove the "Stage of Assessment" column (along with Appendix A). This information is included in the Annual Unit Plans. Appendix A will become a sample spreadsheet for CORs.
 2. Section "E" – state assessment status in summary format. For more information, faculty should contact the Assessment Coordinator on their college.
- Disciplines to submit their draft to the college program review committee before or on November 30th.
- David Torres gave an overview of data he will have available on the website for each discipline by college. If further information is needed, please contact David directly.
- Greg Burchett stated that their goal is to keep everyone on task with curriculum within the mandates of Title V. This is a faculty driven process. Natalie Hannum explained how to use CurricUNET and update all CORs. Naomi Foley and Toni Van Buhler are available by phone or e-mail to answer any questions regarding CurricUNET and are here to help faculty with whatever they may need! The following items are essential when entering CORs into CurricUNET:
 - Course Outlines of Record need to be reviewed and updated
 - CORs must be integrated
 - Must have sample assignments

Make sure your course has been launched once completed!

**Riverside Community College District
District Program Review Committee
March 27, 2012 – 12:00 to 2:00 p.m.
District Office – 1533 Spruce St. Riverside
Conference Room #319**

Agenda

1. Minutes from January 24, 2012/MS/February 28, 2012 meeting cancelled
2. Administrative Issues
 - a. Discussion on formalizing the Annual Program Review Process at the three colleges
 - b. Update on Comprehensive Program Reviews and CORs
3. Next Meeting: April 24, 2012

DISTRICT PROGRAM REVIEW COMMITTEE

March 27, 2012

12:00 – 2:00 p.m.

#319, District Office

MINUTES

Members Present:

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

Absent:

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

1. Approval of January 24, 2012 Minutes/MSC/L.Hall/Torres (February 28th meeting cancelled)

2. Administrative Issues

a. Formalizing Annual and Comprehensive Program Reviews

Riverside update – Lewis Hall reported that he will check and see if Riverside has revised their Annual Program Review template for uploading to the website. Lewis worked on the format for the Criminal Justice Program Review and Richard Davin said he will also work with them on it. The only two Riverside program reviews left to review are CIS and Psychology. Lewis suggested revising Section I. of the Comprehensive Instructional Program Review Form to list out the goals and objectives for each year and add more specific questions. Riverside has a different committee for reviewing the Annual Program Review Unit Plans since the Program Review Committee is too small. Lewis will bring forward to our next meeting some possible names for his replacement next year.

Norco Update – Jim Thomas reported that Norco's Annual Program Review Unit Plan draft was due on March 15th and 38 out of 40 were submitted on time. In response to Jim's question regarding release time for program review chairs next year, Sylvia stated that reassign time will be allocated for next year and will be redistributed among the colleges which will be minimal. The colleges can decide to give more reassign time if they feel it's needed and can renegotiate after four consecutive semesters. The District Chair should rotate among the colleges.

Moreno Valley Update – Carlos Tovares wasn't in attendance but reported by e-mail stating that Olga Dumer has asked the MVC Senate to appoint someone to replace her on the Program Review Committee and they may also be looking to replace Bob Fontaine. The MVC Program Review Committee is reviewing some of the Comprehensive Program Reviews and should have some ready to send forward for the next District Program Review Committee meeting. They are still working on the function of their committee. Carlos will be contacted to see what possible names he might bring forward to our next meeting for his replacement as chair next year.

b. Update on Comprehensive Program Reviews and CORs

District Administrative Unit Program Reviews were submitted on February 9, 2012 after the initial meeting on January 26th. The process went well. The Comprehensive Program Review Training on February 10, 2012 had a good turnout. The Program Review website has been updated for easier navigation.

The Comprehensive Program Review list for 2011 was reviewed for submittals and postings. Communication Studies CORs are all updated. A question came up regarding whether or not the outside accreditation agency that Nursing, Dental Hygiene and Physician's Assistant's report to could be used in place of their Comprehensive Program Review. We will contact Donna Lesser, Sandy Baker and Delores Middleton to see if they can join us at our next meeting for this discussion.

David Torres is in the process of updating the Fall 2011 data which will be available for uploading to the website soon.

Adjourned 1:15 pm/MSC/L.Hall/Torres

Next Meeting: Tuesday, April 24, 2012; 12:00 – 2:00; District Office, #319

**Riverside Community College District
District Program Review Committee
April 24, 2012 – 12:00 to 2:00 p.m.
District Office – 1533 Spruce St. Riverside
Conference Room #319**

Agenda

- 1. Minutes from March 27, 2012**
- 2. Administrative Issues**
 - a. Names to consider for new program review chairs for 2012-13
- 3. Update on Comprehensive Program Reviews**
 - a. Discussion regarding outside accreditation agency that Nursing, Dental Hygiene and Physician's Assistant disciplines report to. Can this report be used in place of the Comprehensive Program Review?

Next Meeting: May 29, 2012, #307

DISTRICT PROGRAM REVIEW COMMITTEE

April 24, 2012

12:00 – 2:00 p.m.

#319, District Office

MINUTES

Members Present:

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

Absent:

Crasnow, Sharon; Dumer, Olga; Gibbs, Travis; Nelson, Lee; Tovares, Carlos

Guests: Sandy Baker, Dean of Nursing; Donna Lesser, Dental Hygiene

1. Approval of April 24, 2012 Minutes/MSC/L. Hall/Fontaine/Unanimous

2. Administrative Issues

- a. Riverside City College Report – Lewis Hall has spoken to some faculty members that may be interested in taking over as chair for the next two years. Lewis will bring this to the attention of the Academic Senate.
- b. Norco College Report – Jim reported that Norco's program reviews are coming along well.
- c. Moreno Valley College Report – Moreno Valley is currently working on defining their program review process. Jim will contact Carlos to see if putting on a workshop would help them through the process.
- d. David Torres reported that he is working on requests for data for Honors, Business Administration and Film Studies. Sheila Pisa requested data for all Moreno Valley College disciplines. This may be due to the ACCJC Assessment report which is due March 15, 2013. Jim wants to meet with Sheila Pisa, Carlos Tovares, David Torres and Sylvia Thomas to discuss what is actually needed.

3. Update on Comprehensive Program Review

- a. Sandy Baker, Dean of Nursing and Donna Lesser, Dental Hygiene were in attendance to discuss how their National Accreditation Reports could be aligned with the Comprehensive Program Review to avoid duplication of work. **Discussion Points:**
 - The information requested in the Comprehensive Program Review Form was reviewed section by section and compared to the information submitted in the Accreditation Reports. The consensus was it contains all the information required in the Comprehensive. The information could easily be cut and pasted into the Comprehensive Program Review Form and updated, if necessary. Nursing also has a systematic plan that could also be used for completing the Comprehensive.
 - For those programs that must submit regular accreditation reports to an external accreditation body, like Nursing, Physician Assistant, Dental Hygiene, and Dental Assisting), some consideration can be given to sync the comprehensive program review cycle with the program's accreditation cycle in an effort to avoid a duplication of effort. Each section required in the Comprehensive could be extracted from the Accreditation Report, or reference could be made to the page number in the Comprehensive as to where the information can be found in the Accreditation Report.
 - The role of the District Program Review Committee is to come up with a document that provides the foundation for a good Comprehensive Program Review for faculty and others to follow. It's the task of the colleges to figure out how to extract information from that document in order to use it in the strategic planning process.
 - The programs that do submit accreditation documents to outside agencies can be given the option of (1) cutting and pasting into the Comprehensive from their Accreditation Report and updating it, if necessary – (this is preferred) or (2) or they could submit their Accreditation Report in lieu of the program review with the understanding that their strategic planning committee may want something different from them in order to use it

as input for planning purposes. Jim will convey these options to each of the five programs individually.

- It was suggested that the District Program Review Committee may want to meet with a representative from each of the college's Strategic Planning Committees to ask how this document could be more usable in their strategic planning process or would they prefer a summary document that could be filled out by the disciplines?
- In the Comprehensive Program Review form under "Long Term Major Resource Planning" it was suggested that space be provided for the discipline/area to list their annual progress toward meeting their four-year comprehensive program review goals.

Next Meeting:

**Tuesday, May 29, 2012
12:00 – 2:00
District Office, #307**

Meeting Adjourned/MSD/L.Hall/Torres/2:00 p.m.

**Riverside Community College District
District Program Review Committee
May 29, 2012 – 12:00 to 2:00 p.m.
District Office – 1533 Spruce St. Riverside
Conference Room #307**

Agenda

- 1. Minutes from April 24, 2012**
- 2. Administrative Issues**
 - a. Update on Comprehensive Program Reviews**
 - i. Continue discussion regarding how we can align discipline's using an outside accreditation agency report to the Comprehensive Program Review.
 - ii. Update on overdue and current Comprehensive Program Reviews
 - b. Discussion on College Program Review Committee structure to include chair assignment, dates of meetings, committee members, and responsibilities:**
 - i. Riverside City College
 - ii. Norco College
 - iii. Moreno Valley College
 - c. College Administrative Unit Program Review for 2012-13**
- 3. Next Meeting: TBA**

DISTRICT PROGRAM REVIEW COMMITTEE

May 29, 2012

12:00 – 2:00 p.m.

#319, District Office

MINUTES

Members Present:

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

Absent:

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

1. Approval of April 24, 2012 Minutes/MSL/Hall/Torres/Unanimous

2. Administrative Issues

a. Update on Comprehensive Instructional Program Reviews

- i. Alignment of (4) discipline CIPRs with their reports to an outside accreditation agency - the committee feels it would be best for these disciplines to maintain consistency by using the information from their accreditation documents to fill out the CIPR forms. This consistency of form and format will aid college strategic planning committees in utilizing the CIPR for planning purposes.

Motion – to allow these (4) disciplines (Nursing, Physician’s Assistant, Dental Hygiene and Dental Assisting) to sync their accreditation cycles to the CIPR cycle MSL/Torres/L.Hall

- ii. Update on overdue and current CIPRs – Accounting for Moreno Valley is the last overdue CIPR to be submitted (30/31). The following ten (22/32) CIPRs due for 2011 have not been submitted: CIS/CAT, MVC, NC; Dental Hygiene; Healthcare Technician; Mathematics, NC; Physician’s Assistant; Psychology, MVC, NC, RIV; Theatre, RIV. E-mails to be sent to all disciplines with overdue CIPRs for our end of the year report! Lewis will follow up with the RCC disciplines which are overdue.

b. Discussion on College Program Review Structure

- i. Riverside – The program review committee approved CIS/CAT and Reading on 5/24/12. Chemistry was approved (pending revisions). The Honors CIPR for Riverside was returned due to incorrect format - needs to be in Word format. This note needs to be added to the Background and Guidelines Instructions! Unofficially, there will be a .1000 release time for the Program Review Chairs. The Riverside committee has two openings and Scott McLeod and Marc Sanchez are nominees. Lee Nelson will be present at the first meeting in Fall to elect a chair. The committee meets on the 3rd Thursday of each month from 2:00-4:00. Hayley Ashby is a good contact as the chair of the strategic planning committee.
- ii. Moreno Valley – Sheila Pisa, Carolyn Quin and Natalie Hannum scheduled workshops in May to assist faculty with assessment, curriculum and the program review process. These workshops were not well attended. They are in the process of developing a new structure for the CIPR process. A new chair will be elected during their first meeting in Fall by the Academic Senate President. Jim Thomas will copy the appropriate college administrators regarding any program review meetings on their college.
- iii. Norco – has expanded the scope of their Program Review Committee to include Annual Unit Program Reviews and the Administrative Unit Program Reviews. The Assessment Committee scores the assessment portion of the program reviews. Committee meetings are well attended.

c. College Administrative Unit Program Reviews for 2012-2013

- i. The College Administrative Unit Program Review form has been revised for 2012-2013 and will go out to the individual college’s VPs in July 2012.
- ii. David Torres reported that he has been working on CIPR data for Riverside City College and he has sent data for the Honors Program to all three colleges.

Next Meeting:

Tuesday, September 25, 2012

District Office, #319

12:00 – 2:00 pm

Meeting Adjourned: 12:55 pm

**Riverside Community College District
District Program Review Committee
October 11, 2012 – 2:30 to 4:30 p.m.
District Office – 1533 Spruce St. Riverside
Conference Room #307**

Agenda

1. Minutes from May 29, 2012

2. Administrative Issues

- a. Confirm chairs, reassign time and staff support for each college. Include Debbie McDowell on the distribution list for minutes.
- b. Update on Comprehensive Instructional Program Reviews
 - i. CIPR training – February 8, 2013 – RCC
 - ii. Status of CIPR programs due 2015 (36/54)
- c. Discuss Program Review Committee responsibilities and committee check sheet.
 - i. Revise wording in checklist concerning validation of CORs.
 - ii. Discuss structure and process of each college's program review committee.
 - iii. Content validation (English, ESL, Mathematics, Reading)
 - iv. Meeting dates for Fall semester – (every third Tuesday of the month? **Not 1st or 3rd thur though**)
- d. Updated Curriculum – Discussion of Comprehensive Instructional Program Review Form Section D.
- e. Posting of program reviews for each college
- f. Need accreditation cycle dates for Nursing, Physician Assistant, Dental Hygiene and Dental Assisting to align with their Comprehensive Instructional Program Reviews. (May 29th minutes)
- g. Availability of annual program review data for Moreno Valley (David Torres)
- h. Editing services available through the District Office (Max)

3. Program Review Submittals – MVC

College Review:

- a. Community Interpretation
- b. Dental Assisting

District Review:

- a. Anthropology
- b. ESL
- c. History
- d. Mathematics
- e. Reading

Next Meeting: TBA

DISTRICT PROGRAM REVIEW COMMITTEE

October 11, 2012

2:30 – 4:30 p.m.

#307, District Office

AMENDED MINUTES

Members Present:

Chenoweth, Rita; Quin, Carolyn; Thomas, Jim; Thomas, Sylvia; Torres, David

Absent:

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

Approval of May 29, 2012 Minutes/MSC/Chenoweth/Torres/Unanimous

1. Administrative Issues

- a. Program Review chairs for the colleges were confirmed: Rita Chenoweth, RIV; Carolyn Quin, MVC; Jim Thomas, NOR. Each receives a .1 reassign time and a .2 for Jim Thomas who also acts as the District Program Review Director. Staff support for each college is as follows: RIV – Elaine Wilson; MVC – Liz Romero/Carolyn Quin; Nicole Ramirez – NOR. Debbie McDowell will be included in all distribution lists for minutes.
- b. **Update on Comprehensive Instructional Program Reviews**
 - i. CIPR Training – February 8, 2013 (HOF-RIV) 12:00-3:00. Should we have a refresher training workshop and invite faculty who have not finished the process for any previous years.
Motion – to table until next meeting/MSC/Quin/Chenoweth/Unanimous
 - ii. Status of CIPRs due 2015 – There will be 36 CIPRs due in 2015 out of a total of 54. Criminal Justice was due 2011 and has been tabled for the third time. CIPR needs to be brought to the VP for discussion.

RCC wants to develop a new CIPR template because they are finding it hard to integrate the CIPR in the strategic planning process and would like to find a way to integrate the CIPR and the Annual Unit Program Review. Rita will get an update on where RCC is at in this process. District must review all new templates before implementation.

Suggestions:

- If CIPR was de-centralized, keeping common curriculum would be an issue. Inserting both pieces into the annual might be the best solution.
 - An update of the annual program review could be added to the CIPR. A summary of the four years from the CIPR could be added to the annual.
 - Should the CIPR be a college-wide or district-wide process?
 - All of these suggestions to be brought forward to each college's program review committee for feedback.
- iii. Moreno Valley senate has approved syncing CIPR and Annual Program Review deadlines. MVC is in the process of revising the CIPR template.
- c. Discuss Program Review Committee responsibilities and committee check sheet.**
- i. To revise wording on the "Committee Responsibilities Sheet" regarding "validation of CORs". The first bullet should say "All CORs must be launched in the approval process and 2nd bullet to say "To be verified by the District Program Review Committee". The "Program Review Check Sheet" is to be filled out for program reviews across the District only and must accompany the CIPR when it is sent to the District.
 - ii. **Riverside PRC** – to meet every 3rd Thursday of the month. New members: Scott McLeod, and Mark Sanchez along with Rita and Michelle Daddona. Ask senate if replacement is needed for Patricia Avila who is now the Interim Dean of CTE.
Moreno Valley PRC – to meet every Thursday in November. Members: Carolyn Quin, Olga Dumer, Donna Lesser. Carolyn's committee is the screening committee and the Academic Planning Council accepts the CIPRs for the college beginning with the 2012 reports.
Norco PRC – Norco has expanded their committee to review Annual Program Reviews and College Administrative Program Reviews.
 - iii. Discussion on content validation for English, ESL, Mathematics, and Reading – Content Validation is to ensure that students are placed in the appropriate class level per their placement test scores. This is required to be reviewed every four years. How would the

District Committee know whether or not the criteria had been met? If content validation for 2011 program reviews had been done, there would have been language in the program review reflecting that. Cut score validation did not take place because the district didn't know whether AccuPlacer® was going to continue. ESL does not use AccuPlacer®. They have used an in-house test for several years.

- iv. Fall & Spring meeting dates: The District Program Review Committee will schedule meetings on the first Tuesday of each month from 2:30 -4:30.

- d. **Updated Curriculum – Discussion of Comprehensive Instructional Program Review Form Section D** – it was decided that Appendix A should be deleted along with the reference to the appendix under Section D of the CIPR template. It was suggested that a column be added to the COR table called “Comments-CORs” so faculty could add comments regarding the status of their CORs.

**Motion – to accept revisions to the CIPR template as stated above
MSC/Chenoweth/Quin**

- e. **Posting of program reviews on each college’s website** – The colleges may post their CIPRs to their individual websites as long as they make sure it is also posted to the District website.
- f. **Accreditation cycle dates for Nursing, Physician Assistant, Dental Hygiene and Dental Assisting for alignment with their Comprehensive Instructional Program Review**
 - i. Physician Assistant cycle fluctuates. Their next cycle is in July 2014.
 - ii. Dental Hygiene is on a seven year cycle so their next cycle is in 2019. We will need a CIPR in 2015.
 - iii. Dental Assisting is on a seven year cycle which comes up in 2015.
 - iv. Nursing – Rita will find out Nursing’s Accreditation cycle.
- g. **Availability of annual program review data for Moreno Valley** – David stated that the MVC disciplines want to use the same data for the annual program review as for the CIPR. Spring 2012 data is now available for CIPRs due Fall 2012. David agreed to create the same data sets for all disciplines at MVC in Spring 2013, so that they can use the same charts for the Comprehensive reports and the Annual reports. If CIPR is turned in late, then David can give them updated data for the year the CIPR is turned in.
- h. **Editing services available through the District Office** – The District Office has a copy editor available to work on editing, formatting, etc. for all CIPRs before uploading to the website.

- 2. **Program Review Submittals** – These five CIPRS for MVC will be reviewed at our next meeting:
 - a. Anthropology
 - b. ESL
 - c. History
 - d. Mathematics
 - e. Reading

Meeting Adjourned – 4:35 p.m.

Next Meeting:

**Tuesday, November 6, 2012
2:30 – 4:30
#307**

**Riverside Community College District
District Program Review Committee
November 6, 2012 – 2:30 to 4:30 p.m.
District Office – 1533 Spruce St. Riverside
Conference Room #307**

Agenda

- 1. Minutes from October 11, 2012**
- 2. Administrative Issues**
 - i. Comprehensive Program Review Training – February 8, 2013 – who should be invited?
 - ii. District Program Review meeting date for January 2013?
 - iii. Accreditation cycles have been aligned with the CIPRs for Nursing, Physician Assistant, Dental Hygiene, and Dental Assisting.
 - iv. Check Sheet to be submitted to District along with the CIPR
 - v. Revised Check Sheet for Program Review Committee Responsibilities
- 3. Program Review Submittals – review for common curriculum and continuity.**

District Review:

- a. Anthropology, MVC
- b. ESL, MVC
- c. History, MVC
- d. Mathematics, MVC
- e. Reading, MVC

Next Meeting:

**Tuesday, December 4, 2012
2:30-4:30
#307**

Riverside Community College District
District Program Review Committee
November 6, 2012 – 2:30 to 4:30 p.m.
District Office – 1533 Spruce St. Riverside
Conference Room #307

Minutes

Members Present:

Chenoweth, Rita; Thomas, Sylvia; Thomas, Jim; Torres, David

Absent:

Crasnow, Sharon; Fontaine, Bob; Gibbs, Travis; Nelson, Lee; Quin, Carolyn

Approval of Minutes from October 11, 2012/MS/Chenoweth/Torres

David has an issue with 1.c.iii "If content validation for 2011 program reviews had been done, there would have been language in the program review that indicated they had validated their cut scores on the basis of research that Dan Martinez and David Torres had reviewed and, therefore, faculty knew that their cut scores were appropriate." He would like to see this line cut and he will work out some language and send it to Sheila to replace it.

Second Motion - to table 10/11/12 minutes/ MS/Chenoweth/Torres

1. Administrative Issues

- i. Comprehensive Program Review Training – February 8, 2013 – who should be invited?
Motion – to table until next meeting on December 4, 2012.
- ii. The District Program Review meeting date for January 2013 is scheduled for Tuesday, January 8, 2013 at 2:30.
- iii. **Accreditation Cycles Aligned with CIPRs** - Sandy Baker's concern was that Nursing's accreditation and comprehensive instructional program review should not be aligned, and to keep to the original cycle for CIPR which comes up again in 2015.
Motion - to change Nursing Comprehensive Instructional Program Review back to the original cycle/MS/Chenoweth/Torres
- iv. **Comprehensive Program Review Check Sheet** – Jim will modify this check sheet with new language stating "Verification Update" for Common Curriculum and make note that it will be submitted to the District Program Review Committee along with the CIPR.
- v. **Revised Check Sheet for Program Review Committee Responsibilities** - Discussed the possibility of having "champion" readers to go through it more thoroughly than the others and discuss it with group. To be discussed at next meeting. How do we know if course records have been launched? Naomi gave a demonstration under search on CurricuNet and she will send out instructions.

2. Program Review Submittals – review for continuity.

District Review:

- a. Anthropology, MVC
- b. ESL, MVC
- c. History, MVC
- d. Mathematics, MVC
- e. Reading, MVC

**Motion – to accept all five Program Reviews above as submitted
MS/Chenoweth/Torres**

Next Meeting:

**Tuesday, December 4, 2012
2:30-4:30
#307**

**Riverside Community College District
District Program Review Committee
December 4, 2012 – 2:30 to 4:30 p.m.
District Office – 1533 Spruce St. Riverside
Conference Room #307**

Agenda

- 1. Minutes from October 11, 2012 (Amended) and November 6, 2012**
- 2. Administrative Issues**
 - i. Comprehensive Program Review Training – February 8, 2013
College-based training?
 - ii. Utilizing the CPR Check Sheet
 - Add (launched) under Verification of CORs?
- 3. Program Review Submittals – review for curriculum update and continuity.**

District Review:

 - a. Chemistry, MVC
 - b. Humanities, RCC 2012
 - c. Psychology, MVC
 - d. Psychology, RCC
 - e. Theatre, RCC
 - f. Accounting, MVC
4. CurricUNET report showing courses have been launched - Naomi Foley

Next Meeting:

**Tuesday, February 5, 2013
2:30-4:30
#307**

DISTRICT PROGRAM REVIEW COMMITTEE

December 4, 2012

2:30 – 4:30 p.m.

#307, District Office

MINUTES

Members Present:

Chenoweth, Rita; Quin, Carolyn; Thomas, Jim; Thomas, Sylvia

Absent:

Crasnow, Sharon; Fontaine, Robert; Gibbs, Travis; Nelson, Lee; Torres, David

Approval of Amended Minutes for 10/11/12/MSC/Quin/Chenoweth

Approval of 11/6/12 Minutes - tabled due to no quorum (1) abstention

1. Administrative Issues

- i. Comprehensive Program Review Training – February 8, 2013
Use this opportunity to train the college program review chairs so they can train their faculty next year. World Languages will be the only CIPR due for 2013.
- ii. A report can be generated through CurricUNET that will allow program review chairs to check status of a discipline's CORs. Need to decide when this report should be pulled – at the beginning of the year or after program review has been completed in Fall.
- iii. Utilizing the CPR Check Sheet
 - Jim presented a revised check sheet for CIPRs that Norco is using. Moreno Valley has created their own check sheet. Riverside could choose to use Norco's check sheet or create their own. There was discussion regarding using a simple Word document instead of the CIPR template due to formatting problems.
 - Jim suggested recording the page number on the check sheet where continuity with the other colleges was mentioned in the CIPR.
 - Section D of the CIPR template – we will not be using the word "launched". CORs needs to be updated if it is six years or older. CORs need to include SLOs, assignments and current textbooks.

2. District Program Review Submittals – review for common curriculum and continuity.

- a. Chemistry, MVC
- b. Humanities, RCC 2012
- c. Psychology, MVC
- d. Psychology, RCC
- e. Theatre, RCC
- f. Accounting, MVC

Motion – to accept all six (6) CIPRs above/MSC/Chenoweth/Quin/Unanimous Humanities RCC - Sylvia will speak to Wolde-Ab about having a paragraph on page 6 reworded.

Chemistry MVC – page 8 needs to be cleaned up by removing the directions. Carolyn will have revisions made to the MVC CIPRs and then sent to the District for editing and uploading.

Sylvia stated that CIPRs specific to one college could come to the District Program Review Committee as an information item only, not for approval. It was noted that if faculty are using charts, they need to use David's charts and this could be mentioned at the CIPR Training in February and added to the CIPR template.

There was discussion regarding disciplines not receiving any feedback as to whether or not their CIPR was used to feed into the strategic planning process. Three suggestions were given:

- Rita suggested that the program review committee chairs could record particular needs of a discipline which could be easily addressed and forwarded to the appropriate committee.
 - Carolyn suggested faculty be informed before they write the reports, that the Summary (in list form) will be used as an official list for the college's strategic planning process.
 - Jim suggested they could embed their resource needs into their goals for the next four years, broken out by year, and link each year to their annual program review.
3. Naomi handed out a report that can be generated through CurricUNET to check status of a discipline's CORs. She also handed out instructions to the committee chairs showing how to log in to CurricUNET and track all proposals to see whether or not they have been launched.
- Active – course currently being taught. There may be a date showing when modifications were approved. There's a column for "COR Revision Date" which is the original date course was entered into CurricUNET. (*6-Dec means December 2006*)
 - Pending – has not been launched
 - Launched – in the approval process for modifications
 - Historical – had a modification that was approved which made the active version historical.
- Sylvia stated that the articulation officers are trying to submit active courses like ACCT 61 (per Naomi's report) for C-ID numbers but this course would most likely be rejected because nothing has been updated since November 2006, and the SB1440 degree will go nowhere without updated CORs. This report needs to be checked at the college level and if CORs are six years or older, then Sylvia needs to contact the discipline.
- Do we approve CIPRs if CORs are not all updated? An incentive to update CORs would be to not offer the course if they weren't updated. What is their justification for not updating their CORs?
 - Should the District Program Review Committee conditionally approve CIPRs until all CORs are updated?
 - Include a statement in the CIPR template that informs the faculty that the College/District will start enforcing that all CORs be updated per the CurricUNET report.

Meeting Adjourned – 4:40 p.m.

Next Meeting:

**Tuesday, February 5, 2013
2:30-4:30
#307**