

DISTRICT PROGRAM REVIEW MEETING
AGENDA
MEETING DATE: NOVEMBER 20, 2018
12:50 P.M. – 1:50 P.M.
VIA CCC CONFER

A. **Call to Order**

B. **Approval of Agenda:** November 20, 2018

Approval of Minutes: May 1, 2017

C. **Action Item:**

Review/Approval of Committee Members:

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 Spring, 2019

March 5, 2019; 12:50pm-1:50pm; via CCC Confer

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

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

E. **Information Items:**

Moreno Valley Committee Report

Fall 2018 MVC Instructional Program Review Committee Update

- MVC uses Nuventive to complete Program Review Reports.
- Currently the Annual Program Review Reports are due in mid-May.
- Comprehensive Reports are due every 3 years on a rotating basis, with approximately 1/3 of reports due each Spring in mid-May. This changed in the 2017-18 academic year when we switched from a 4-year rotation. When we switched to a 3-year rotation, the 1 year APRs became a data check and quick annual update from a more robust yearly analysis.
- CTE Comprehensive reports are due every 2 years.

Fall 2018 Changes for MVC

Update: Faculty will now request resources in Nuventive/TracDat instead of using the web form.

Purpose of change: Once submitted, the web form cannot be revised or viewed by faculty, which has been a common complaint from faculty. Using Nuventive/TracDat allows revisions to resource requests to be made. Requests can be updated and previous year's requests can be viewed and re-prioritized. There will be a record of resources requested in Nuventive/TracDat, viewable by faculty in the program/discipline.

Proposed change: Move the resource request due date from Spring to Fall semester

Purpose of proposed change: Right now resource requests are due in May, which is past the district budget deadline (March 19) for the following school year. If the MVC resource request deadline is moved to fall (end of October) this allows for the college to submit requests for the following year, which will help faculty acquire resources one academic year earlier.

Proposed change: Move the Instructional Program Review deadline from Spring to Fall semester (not this academic year)

Purpose of proposed change: A fall deadline would allow faculty to evaluate most recent data in a more timely manner. It will also mean resource requests, if funded, will be fulfilled the following academic year.

Norco Committee Report

Norco College Program Review report

Does your college require Annual Program Review Reports each year? If so, are they due in Fall or Spring?

We did a comprehensive for the entire college in Spring of 2018. Optional annual updates will be available each Spring until Spring 2021 when the entire college will again do a Comprehensive.

When does your college require Comprehensive Reports and what is the rotation cycle (once every 3 years, 4 years, etc.)?

We require a Comprehensive every three years but we no longer call them Comprehensives. They are just Program Review. Doing this cycle has resulted in 100% completion of Program review.

Does your college use Nuventive to complete Instructional Program Review?

We use a system created by Nuventive but it is a combination of Improve, SharePoint, excel and Power BI. See discussion below.

How are resource requests tied to Instructional Program Review?

Resource requests are generated through the program review process. These requests then go to the various strategic planning councils and budgetary committees. With the change in cycle, the entire college makes their requests at the same time to add equity between divisions such as Instruction, Student Services and Administration.

Have there been any new developments or changes to Instructional Program Review at your college since last year—processes, deadlines, etc.

Yes, as mentioned above, we changed the entire system and cycle for all units at the college this last Spring. It was the first time the whole college submitted a Program review at the same time (Instructional, Administrative and Student Services). We basically destroyed the previous method and started over. Some part were less successful than others. We had a failure of true linkage between program review and assessment because Nuventive felt that a four column report attached as a PDF was sufficient and it was not. Nuventive is making more promises with the request for more money but this system is not really working for us. We are considering a move to another system.

Riverside Committee Report

Riverside City College Program Review and Process continued as described in the year 3 process map (attached). In August, VP plans were submitted to the Leadership Council Chairs and relevant committees to review resource requests and comment, comments the Chairs communicated to the VPs. VP plans were clarified in view of these comments by September 7. On September 10, a survey was sent to LC committee members for initiative prioritization prior to the meetings the week of September 24. During the week of October 15, second meetings took place to discuss the initiative prioritizations in view of the first discussion feedback and council member ranking. In early November, EPOC approved the Council prioritizations so that they could be moved to the President. While the process was completed, there were hiccups along the way. Some LC committee members found the VP initiatives too long or too dense, making it difficult to offer responses and/or rankings. Others were unclear how to find the VP plans themselves. For example, feedback on the initial September 10 Survey Monkey instrument sent to 88 resulted in but 33 responses. While greater numbers participated in the rankings, many committee members remained dissatisfied with how the initiatives themselves were written. The Program Review committee understands much of the problem at hand begins with the initial PRaPs submitted by disciplines, units, etc. As we move towards year 4, Riverside's Program Review committee is seeking input from stakeholders on how to improve the process so that initiatives are quickly understood in view of the following: what evidence motivates the request (for example, industry need, academic standard, assessment feedback, enrollment changes, and so forth), what is needed (staff, faculty, a new course, a major, technology, and so forth), and to what end (how will this support established institutional strategic planning). Also, under consideration, alternative ranking methods and survey timing.

MEETING DETAILS

Title: District Program Review
Start Time 11/20/2018 12:50 PM
End Time 11/20/2018 1:50 PM
Participant Passcode **167739**

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

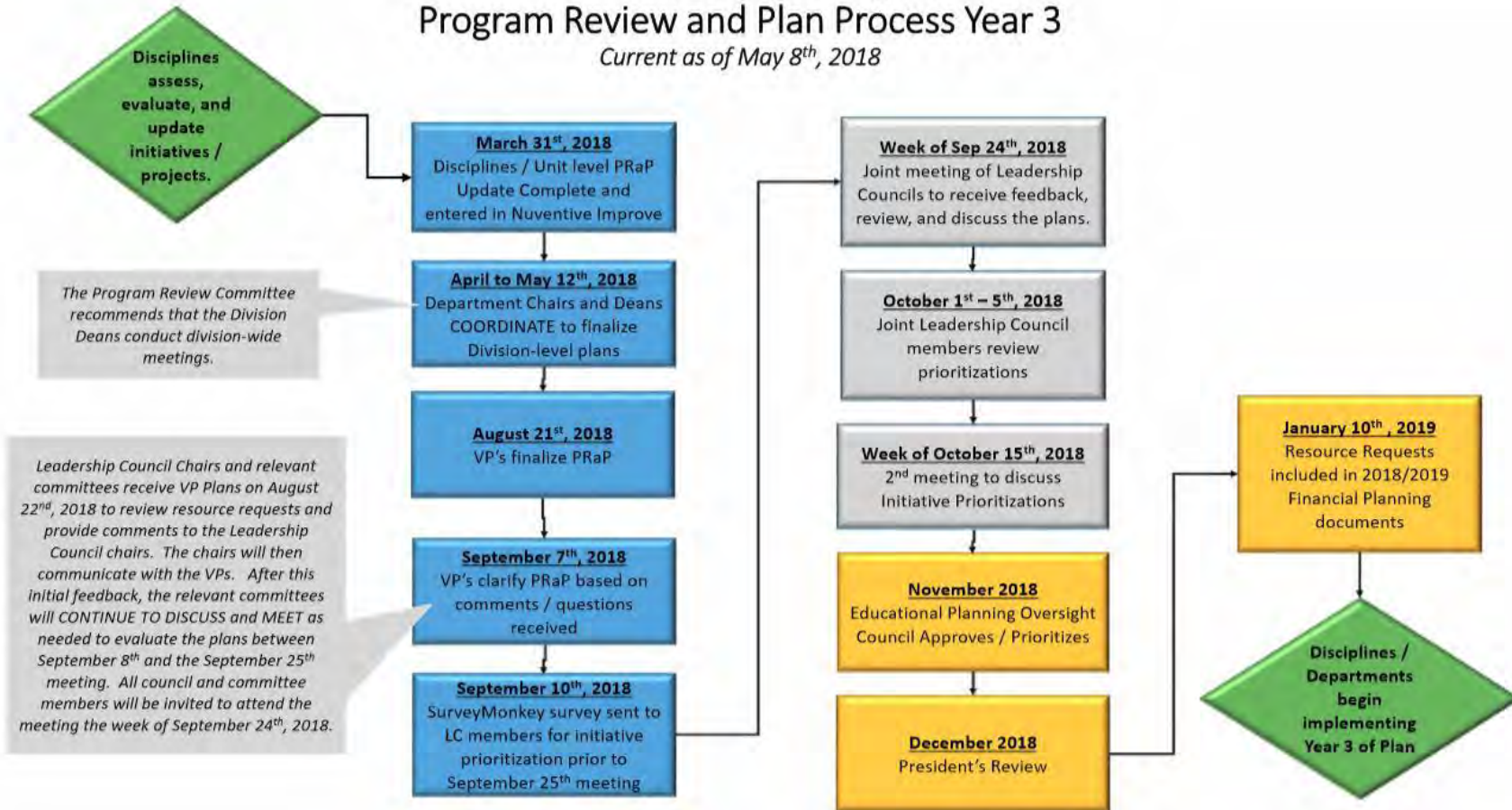
***Toll free number available: 888-450-4821** Participant Conference Feature
*6 - Mute/unmute your line

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: clientservices@cccconfer.org

Riverside City College Program Review and Plan Process Year 3

Current as of May 8th, 2018



DISTRICT PROGRAM REVIEW MEETING
MEETING MINUTES
MEETING DATE: NOVEMBER 20, 2018
12:50 P.M. – 1:50 P.M.
VIA CCC CONFER

A. **Call to Order - 12:50pm**

B. **Approval of Agenda:** November 20, 2018 **1st Gray / 2nd Torres**
Approval of Minutes: May 1, 2017 **1st Gray / 2nd Morrill**

C. **Action Item:**

Review/Approval of Committee Members:

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

Introductions were made by each committee member. 1st Gray / 2nd Torres – Approved

D. **Discussion Items:**

Revisit Statement of Purpose

District Program Review Committee Statement of Purpose The District Program Review 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 was determined the committee will revisit the Statement of Purpose at the next meeting. 1st Gray / 2nd Morrill

- **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**

Confirm Scheduled Meeting Date for Spring, 2019

~~March 5~~ **May 30, 2019**; 12:50pm-1:50pm; via CCC Confer

The date was changed to later in the term. 1st Gray / 2nd Morrill – Approved

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

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

The committee will revisit the website at the next meeting. 1st Gray / 2nd Torres

- **The DRP website will require several updates/revisions. The website should house all material and should have links to the Colleges' websites, respectively.**
- **The update(s) is an accreditation task. Anya-Kristina Marquis, Susan Mills and David Torres will work collectively on updates. They will request a person to assist with the work and seek out input from the committees.**
- **MVC website is up to date as of last year. Many of the changes are being voted on. NC website is up to date.**
- **The District Website is to be as helpful to the colleges as possible.**

Revisit the following at the next meeting:

- **District Program Review (DPR) Committee's role within the District**
- **The Committee's Statement of Purpose**
- **Results/recommendations to update the information on the District website**
- **Request the TracDat representative(s) from the colleges to communicate with each other**

TracDat Contacts: Cheryl Honore – MVC; Alexis Gray – NC and Wendy McEwen – RCC

Meeting Notes:

- Currently the resource request is a webform (Excel Forms Office 365) and faculty complete them in Nuventive (MVC). MVC would like to move to put the resource request in Nuventive so it can be edited when running a request record.
- NC is disappointed in the contract with Nuventive.
- This is the first time NC reached 100% in Program Review submittals.
- Program review is only done every 3 years. NC would like to incorporate usage of an annual update form providing a status on the Master Plan for General Education Outcomes or various other programs.
- The conditional form (Excel) would have a roll-out in December with a deadline of 4/15/19 (soft) and a deadline of 5/1/19 (hard) (NC).
- We are working with the VPAA at NC and would like to create resource equity if all ask at the same time.
- It was noted that the systems do not communicate with each other. Examples included CurricUNET/META can't talk to TracDat and Colleague/Datatel cannot talk to any systems.
- NC is looking at other systems – SLO can be set, we can bank questions, Canvas can talk to multiple systems and we are working on a bridge software.
- RCC's surveys are written differently than the other colleges.
- RCC is seeking input from stakeholders to improve the process to ensure a better understanding of the initiatives.
- A better understanding of the initiatives should result in a better written initiative.

E. Information Items:

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F. **Meeting Adjourned – 1:50pm**

Next Meeting: May 30, 2019; 12:50pm-1:50pm; via CCC Confer

DISTRICT PROGRAM REVIEW

MEETING AGENDA

MEETING DATE: MAY 1, 2018

12:50 P.M. – 1:50 P.M.

VIA CCC CONFER

A. Call to Order

B. Approval of Agenda: May 1, 2018

Approval of Minutes: March 6, 2018

C. Action Item:

1. Change Meeting Frequency
2. Review/Approval of Committee Members

Alexis Gray, Chair; Anya-Kristina Marquis; Virginia White; VC, Educational Services

D. Discussion Items:

1. Revisit Statement of Purpose
2. Schedule Meeting Dates for 2018/2019 Academic Year

E. Information Item:

1. Riverside Committee Report
2. Moreno Valley Committee Report
3. Norco Committee Report

F. Good of the Order:

Next Meeting: To be Determined

MEETING DETAILS

Title: District Program Review

Start Time 05/01/2018 12:50 PM

End Time 05/01/2018 1:50 PM

Participant Passcode: 907586

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

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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.

DISTRICT PROGRAM REVIEW

MEETING MINUTES

MEETING DATE: MAY 1, 2018

12:50 P.M. – 1:50 P.M.

VIA CCC CONFER

- A. Call to Order
- B. Approval of Agenda: May 1, 2018 1st Marquis / 2nd White
Approval of Minutes: March 6, 2018 1st Marquis / 1 Abstain
- C. Action Item:
1. Change Meeting Frequency 1st White / 1 abstain
It was proposed at the March 6, 2018 meeting to meet per term vs. meeting monthly to talk about what we have done and where we are going. The proposal was tabled pending quorum.
 2. Review/Approval of Committee Members 1st Marquis / 2nd White
Alexis Gray, Chair; Anya-Kristina Marquis; Virginia White; VC, Educational Services
- D. Discussion Items:
1. Revisit Statement of Purpose 1st Marquis / 2nd White
To be completed at the next meeting.
 2. Schedule Meeting Dates for 2018/2019 Academic Year 1st Marquis / 2nd White
November 13, 2018; 12:50pm-1:50pm; via CCC Confer
March 5, 2019; 12:50pm-1:50pm; via CCC Confer
- E. Information Item:
1. **Riverside Committee Report**
Riverside PRaP (Program Review and Plan) department documents were due March 31. Many departments were finishing them up during the first two weeks in April. It was decided that having them due one week before spring break was basically asking for trouble, so we're contemplating earlier deadlines. Deans PRaPs are due early May and VPs PRaPs are due late August/Early September. We've added an advisory that Deans should hold division meetings to present their plans about a week before they are due, and VPs should do the same (hold Deans meetings about a week before their plans are due). Work is begin done to establish rubrics (we're calling them worksheets) for staff, administration, etc. hiring associated with PRaP requests.

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DISTRICT PROGRAM REVIEW

MEETING MINUTES

MEETING DATE: MAY 1, 2018

12:50 P.M. – 1:50 P.M.

VIA CCC CONFER

2. Moreno Valley Committee Report

MVC Instructional Program Review Committee

- Approved the MVC Best Practices document we drafted earlier this year at the last meeting.
- Provided Program Review training sessions for FLEX credit multiple times per week since Spring Break.
- Year Comprehensive Reports due May 1, 2018.
- Year Annual Updates due May 1, 2018.
- PRC will meet May 8 & 9 to review and accept reports and recommend revisions.
- IPRC is working with the VP and Business Services to revise the Resource Request

3. Norco Committee Report – No information provided.

F. Good of the Order:

Next Meeting: To be Determined

MEETING DETAILS

Title: District Program Review

Start Time 05/01/2018 12:50 PM

End Time 05/01/2018 1:50 PM

Participant Passcode: 907586

Dial your telephone conference line:

1-719-785-4469

*Toll free number available: 888-450-4821

Participant Conference Feature

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FOR ASSISTANCE

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8:00 am - 4:00 pm

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DISTRICT PROGRAM REVIEW

MEETING AGENDA

MEETING DATE: APRIL 3, 2018

12:50 P.M. – 1:50 P.M.

VIA CCC CONFER

A. Call to Order

B. Approval of Agenda: April 3, 2018

C. Action Item:

1. [Change meeting frequency](#)

Deleted: None

D. Discussion Items:

1. [Revisit Statement of purpose](#)

Deleted: <#>Best practices document update
<#>Succession planning Progress
<#>Purpose of the committee

E. Information Item:

1. Riverside Committee Report
2. Moreno Valley Committee Report
3. Norco Committee Report

F. Good of the Order:

Next Meeting: May 7, 2018

Meeting Details

Title: District Program Review

Start Time 04/03/2018 12:50 PM

End Time 04/03/2018 1:50 PM

Dial your telephone conference line:

1-719-785-4469

Participant Passcode: 985197

*Toll free number available: **888-450-4821**

Participant Conference Feature

*6 - Mute/unmute your line

FOR ASSISTANCE

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Friday between 8:00 am - 4:00 pm

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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.

District Program Review Agenda

12:50-1:50 PM March 6, 2018
Via CC Confer

- A. **Call to Order**
- B. **Approval of Agenda: March 6, 2018**
- C. **Action Item:**
 - 1. **None**
- D. **Discussion Items:**
 - 1. **Best practices document update**
 - 2. **Succession planning Progress**
 - 3. **Purpose of the committee**
- E. **Information Item:**
 - 1. **Riverside Committee Report**
 - 2. **Moreno Valley Committee Report**
 - 3. **Norco Committee Report**
- F. **Good of the Order:**

Next Meeting: 4/3/18

Meeting Details

Title: District Program Review
Start Time 10/03/2017 12:50 PM
End Time 10/03/2017 1:50 PM
Dial your telephone conference line:
1-719-785-4469

Participant Passcode: 177908

*Toll free number available: **888-450-4821**

Participant Conference Feature

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FOR ASSISTANCE

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DISTRICT PROGRAM REVIEW

MEETING MINUTES

MEETING DATE: MARCH 6, 2018

12:50 P.M. – 1:50 P.M.

VIA CCC CONFER

Attendance: Alexis Gray, Anya-Kristina Marquis

Absent: Virginia White

A. **Call to Order** 12:56 p.m.

B. **Approval of Agenda:** March 6, 2018 – **Tabled Pending Quorum**

C. **Action Item:**

1. None

D. **Discussion Items:**

1. Best practices document update

The information has been presented to the NC committee and the committee wants no part of it. We must ratify or vote on the Best Practices Document submitted and determine if all colleges will follow a Unified Best Practices (UBP). Not sure if UBP will work as all colleges do things differently with regard to program review. MVC brought Best Practices to committee and presented to Dr. Gray as a draft. Again, it was created as a committee, includes components, change in leadership; plan to finalize MVC at the next meeting on Tuesday. Combined generic best practices document from point of view of BP Committee and sent it to NC, MVC. Suggested take our own BP docs and work through our own senates. Plan to embed and create one per college and succession plan/documents, instructions for next person who comes in, for each of our committees and Dr. Gray will create documents for the District Chair(s).

2. Succession Planning Progress

Possibly meet per term vs. meeting monthly. End of Spring and/or Fall. Talk about what we have done and where we are going. November/December and May/June. Tabled – Pending quorum.

The search for new Vice-Chancellor is in process, if we want to make the change this is the time to do it. It was suggested to do a vote and make the change. The roll of District, Chair rotates in Riverside in the Fall. The District Chair for the committee reports written documents to District and Local Academic Senate.

3. Purpose of the Committee

Revisit Purpose and/or statement of the committee

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.

Deleted: Department

DISTRICT PROGRAM REVIEW
MEETING MINUTES
 MEETING DATE: MARCH 6, 2018
 12:50 P.M. – 1:50 P.M.
 VIA CCC CONFER

E. Information Items:

1. Riverside Committee Report – absent N/A

2. Moreno Valley Committee Report

Officially on three year cycle for comprehensive report. Revised from 4 year to 3 year. We are to create a step-by-step tutorial guidebook which walks faculty throughout the complete process of how to complete program review. MVC will post it on-line. Changed guidebooks. Power BI. Adding a text box for Dean's feedback on Program Review. This will create a formal process for the Dean's to add comments to the comprehensive, thus creating a format spot for their feedback. CTE on 2-year cycle. Comprehensive every two years & data analysis. Workforce, demand, and employment. We have them doing comprehensive every two and instructional every three. Tricky every three but staggered. 9 members with every single instructional department + VP + TracDat, Dean of Inst. Effectiveness. We use scoring rubric, faculty member takes a lead and Program Review Chair, looks at every report. Each program os given the opportunity to present their comprehensive – ask that everyone looks at the reports and faculty lead will lead discussion and constructive criticism. Single reader as the lead. Process if the person disagrees with the assessment of the lead; Lead provides constructive criticism, never been a conflict of items missing, more discussions, but not issues requiring mediation, use rubric so that eliminates those issues. We inspect reports for completeness or not. If elements are missing, they are written as feedback in rubric and Chair take all rubrics, including the lead, then Chair composes feedback needed for the faculty member submitting the report. Resources request – Committee doesn't look at the resource request. Not on their agenda. Complete or not complete – only complete reports will be able to get funding for their request. ACCJC requirement Strategic Planning – ties to program review and assessment – we read for quality. Completeness Action Plans associated with evaluations – objectives – if no action plan to improve ex. Retention and that is needed that report is no accepted if not complete in required content. Working on resource request – our program review what happens to request – ambiguous process. Nuventive and SharePoint resource requests are made in SharePoint – download to ongoing excel spreadsheet so the requests are ongoing. Divide forms by various councils. Chairs rank positions needed. Rank equipment requests by department but goes through business services. Have option to keep live and running. The committee does not see everyone's list. In SharePoint and Nuventive, must request to be administrator department. Someone is sending that information to the appropriate department. Paul De Sante to be called and set up to mirror NC.

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Via CCC CONFER

3. Norco Committee Report

We have moved to Nuventive IMPROVE/TracDat. Working on with the budget, Administrative/Student Services. Took to Institutional Effectiveness. System created by Chair working back and forth by Nuventive IMPROVE. We are started. The entire college – everyone in every discipline is doing a submission on 04/20/18 and we will be reviewing them. Money shows up at various time of year. If Instruction is in front they have first change to acquire the majority of the funds, thus Student Services didn't have any. So in order to be more equitable; all are turning in their program review at the same time and creating one giant list. Interact with SharePoint, Nuventive IMPROVE and Power VI. In event we eventually we leave Nuventive IMPROVE will be able to transfer to [Elumen](#) and integrate assessment with Program Review. Every three years then a one year update – one year update optional – changes only. Division of three 2018, 2021, 2024, 2027, 2030 – CTE every two years (updates) per State. CTE mini-updates to meet State requirements. Used to have a comprehensive list of outstanding/pending items. Stopped that through this process. If a program is turned in late, [their resources do not make the selection lists](#). April 20th – May 20th very tight timeline. Our committee is 13 members (usually) including faculty, staff and administrators and it covers all program review for the college. VP Bus Services, Dean Institutional Effectiveness, Dean, CTE Dean of Instruction, VP Student Services and sometimes the VP, Academic Affairs, classified staff from library and at least one or two students as well. [The submitted program reviews are read by one faculty and one staff, admin or student](#). Have Co-Chair System Dr. Gray and Dr. Fleming read all of the documents submitted. Divide the rest of them to keep unbiased. Read and scored according to a rubric, which is included with the invitation [to submit](#). Scores returned by May 20th BAM, Bus – Resources and assessment committee gets everything after the score is submitted. [Workload is not too much](#), if divided all up. Two readers provide rubric but the readers do not always agree – to resolve send back and have them come to consensus. [after that, we average them](#). If the author of program review doesn't agree w/readers; Assign two new readers – this is our appeals process. Scores matter. Goes to the website scores only go to author and those who do allocation not on the website. Scores used to determine ranking in discipline, which get added for positions. Better score gets the position.

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F. Good of the Order:

Meeting Adjourned: 1:47 p.m.

Next Meeting(s): 05/07/18 – **Tabled Pending Quorum** (If no quorum, April 3, 2018)

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.