Riverside Community College District
District Program Review Committee
March 4, 2014 – 2:30 to 4:30 p.m.
CCCconfer

Minutes

Members Present:
Rita Chenoweth; Alexis Gray; Sylvia Thomas

Members Absent:
Carolyn Quin; David Torres

Rita and Alexis agreed to have Sylvia Thomas act as Chair in order to have a quorum. The meeting was called to order at 2:35 pm.

1. **Approval of Minutes from 12/10/13/MSC/Gray Chenoweth/Unanimous**

2. **Administrative Issues**
    i. Discussion of March 18th and, if needed, April 25th trainings for 2014 CIPRs – Alexis, due to a conflict in meetings, will not be in attendance at the March 18th training. Rita, Alexis and Carolyn will contact lead faculty at each of their colleges from the disciplines which will be involved in the 2014 cycle of program review and will ask them to attend the training. They will send copies of their lists to Debbie McDowell. Once the agenda has been approved, Debbie will send the invitation for the March 18th training, the agenda, and the 2014 template with the Background and Guidelines Information to all of the identified lead faculty. Greg Burchett has been invited to attend both training meetings and we are waiting to hear back from him.

    ii. Norco CIS/CAT/CSC CIPR due 2011 – Will wait to hear back from Alexis on Diane Dieckmeyer's decision of whether to move this program review forward to 2014.

3. **Program Review Submittals – Information Only –** all program reviews were reviewed and accepted by MVC's Program Review Committee. District Committee reviewed the following CIPRs with the following comments:
    i. Dental Assistant 2013, MVC – A question came up as to why there is no science prerequisite because the entering success rate tends to be lower because there's no scientific course required for admission into the program. There has not been much discussion on this issue, but primarily about the English requirement. They have found that students who have either completed Eng 50 and/or eligible for Eng1A, are more likely to be successful on the state licensing exam. As a result, the program faculty feel strongly that they need English as a program requirement. English faculty have been discussing changing Eng 50 from a degree applicable course to a basic skills course. If this change occurs, the program will have to make an adjustment on their program requirements because a basic skills course cannot be a program requirement.

    ii. Physics and Astronomy 2013, MVC - Charts are great. There was more focus on assessment and the committee would like to see more discussion on efficiency and success, projected enrollment trends, etc., in the future.

    iii. Music 2013, MVC – Well written.

    Program Review Submittals – District Review
    i. <u>Spanish 2013, MVC</u>
        The following suggestions will be sent to Carolyn Quin – The program needs to determine how it wishes to be identified, either World Languages or Spanish. The first line of the review, on p. 2, refers to the Spanish Language Program. Also on page 2 and again on page 4, there is reference to World Languages, but in every other case, the program is called "Spanish."

On page 15, last paragraph, they stated that they have eliminated two ASL courses from the program. More context should be provided to substantiate the reasons for the deletion, i.e.., the program is exclusively Spanish and no longer wishes to include ASL. Or, if the program is really World Languages, then more information needs to be provided about ASL. A third option would be to eliminate the reference to ASL and the deletion of courses entirely.

Motion – to accept MVC Spanish 2013 pending the two revisions mentioned above. MSC/Gray/Chenoweth/Unanimous

Adjourned 3:05 pm/MSC/Gray/Chenoweth

MINITES FROM COMPREHENSIVE PROGRAM REVIEW TRAINING
Tuesday, March 18, 2014
2:30 – 4:30
District Office, #319
Minutes

Presenters: Rita Chenoweth; David Torres, Naomi Foley, Toni Van Buhler, Greg Burchett; Sylvia Thomas

Absent: Alexis Gray

Faculty Present:
Carolyn Quin, MVC Program Review Director; Celia Brockenbrough, Norco Library; Debbi Renfrow, MVC, Library; Amber Casolari, RCC Economics

Discussion
- **Rita Chenoweth,** District Program Review Director and Program Review Chair for RCC reviewed the information needed for the CIPRs due this fall. Rita will give individual instruction to faculty who will not be able to attend today's training or the April 25th training. Each college has taken the CIPR template and modified it for their needs and will use it in conjunction with their annual program review. The colleges now have the option of preparing their own individual program review but it's important to collaborate with the other colleges when there is shared curriculum.
  - The revised <u>final</u> date for disciplines to now submit their draft to their college program review committee is **November 1st** or before!

- **David Torres,** Dean of Institutional Research and Strategic Planning gave an overview of the four data charts that are to be included in the program review which he will provide for each discipline: (1) enrollment; (2) success; (3) retention; and (4) efficiency. Discipline needs to think of what data is going to make their case. The link to the website, where the data will be located, will be sent to each discipline. If further information is needed, please contact David directly.

- **Greg Burchett,** Faculty Co-Chair of Tech Review. Greg is available to help the disciplines with whatever they need - to help with updating their CORs and make sure they are robust enough to do what the discipline needs to do. Things to keep in mind:
  - What does a course outline require? What courses are offered? Are they up to date? Maybe the course has been through a minor modification but may need a major modification.
  - Faculty should keep track of where the COR is in the system. Greg suggested printing out the COR, make changes on the hard copy and then input them into CurricUNET. He also suggested e-mailing a copy to him or to their curriculum committee chair to review before launching. This way major mistakes may be avoided and help the COR get through the Tech Review Committee.

- **Naomi Foley,** Instructional Support Coordinator for RCCD, wanted to draw faculty's attention to the grading methods in CurricUNET which they are currently updating. The grading methods can be found under "Units and Hours" where faculty have a choice of selecting either a letter grade, no grade, or pass or no pass. If faculty want to select a letter grade and pass or no pass, they must use the control button, click on it and hit save.
  - A question was asked if there is anything in addition to the normal process that needs to be done in order to have a course articulated. The answer was no.

- **Toni Van Buhler,** Instructional Support Coordinator for RCCD stated that if a COR doesn't meet the new standard, faculty will need to do a modification. Faculty need to review all CORs and decide whether or not to continue updating any existing proposals that haven't been worked on in a while or just delete them and start over.
  - It's very important that faculty don't open multiple versions of CurricUNET in the same browser! To look at a record while working on another one, open up in one in Mozilla, e.g., and use a different browser to work on another record.

- **Sylvia Thomas,** Associate Vice Chancellor of Educational Services, reiterated that every presenter present is available to help faculty with whatever they need. The program review is the faculty's vehicle for taking a look at what they do, what they want to do and making a determination about how well they are doing it. It's an honest appraisal of the courses and programs and how it aligns with the

mission of their college and the District. Faculty will formulize some goals and action plans which they will want to review each year in their annual review and determine whether or not they are meeting those goals.

- o Question regarding Assessment Plan on page 6 of the CIPR template - What is being assessed? This is not meant to assess how faculty are going through program review. The assessment plan is to take a look at what the goals are and how those goals are being met. Faculty need to state what their action plan is for meeting these goals, for each of the four years, and state how well they have met those goals.

Next CIPR Training:

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Friday, April 25, 2014
District Office
1:00 – 3:00
(to be confirmed)

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NOTES FROM COMPREHENSIVE PROGRAM REVIEW TRAINING
Friday, April 25, 2014
1:00 – 3:00
District Office, #319

Presenters: David Torres, Naomi Foley, Carolyn Quin
Absent: Alexis Gray; Rita Chenoweth; Sylvia Thomas

Faculty Present:
Jami Brown, Sociology, RCC

Discussion
- **Carolyn Quin,** Program Review Chair for MVC, led the training for this session in Rita's absence. She reviewed the Background and Guidelines and 2014 template with Jami Brown.
  - Collaboration and communication among the colleges is essential especially in curriculum.
  - The revised <u>final</u> date for disciplines to now submit their draft to their college program review committee is *November 1ˢᵗ* or before!
  - If discipline covers more than one college, it will be submitted to the District Program Review Committee. If the program review involves the use of district funds, such as Measure C, it may be submitted to the RCCD Strategic Planning Process.

- **David Torres,** District Dean of Institutional Research, gave an overview of the four data charts that are to be included in the program review: (1) enrollment; (2) success; (3) retention; and (4) efficiency. He gave Jami Brown her discipline's data for RCC and, if she requires further information, she may contact David directly.

- **Naomi Foley,** Instructional Support Coordinator for RCCD, reviewed the Sociology CORs with Jami Brown and discussed the ones that needed updating. Both Naomi and Toni are available if faculty have any questions or need any help.

Minutes

Members Present:
Rita Chenoweth; Alexis Gray; Carolyn Quin; Sylvia Thomas; David Torres;

1. **Approval of Minutes from 3/4/14/MSC/Gray/Quin (2) abstentions**
   Approval of Minutes from 3/18/14/MSC/Gray/Quin (1) abstention

2. **Administrative Issues**
   i. Review of March 18th and April 25th CIPR trainings – Jami Brown gathered a lot of information and most of her CORs have been updated. Carolyn will contact Eric Thompson and let him know which CORs he needs to work on. Alexis will contact Khalil and suggest he contact Jami to see if she needs any help with the CORs. Rita will continue training at RCC for those faculty who weren't able to make the March and April trainings.

   MVC Update - The cycle for the APR and CIPR was to be the same due date in October, but there was a problem with the APR template being changed at the last minute causing late APRs. Faculty were told that the CIPR cannot be set aside in order to complete the APRs. Carolyn relayed to faculty that there is a place in the CIPR to integrate the APR information and update it yearly. MVC has six overdue CIPRs.

   Norco Update – Norco will be modifying the CIPR template and Alexis will take her next group of faculty through the pilot. If it's successful, she will schedule training during the August flex days. She would like to encourage her faculty to take the time and attentively review their CORs. Norco's process for APRs – first draft is due March 15 and the committee reviews and scores it against a rubric. The committee returns the reviewed draft to the discipline by April 15 and the final due date for the discipline is May 15. Norco has four overdue CIPRs.

   RCC Update – RCC will also be modifying their CIPR template. A conversation at RCC regarding CORs has been that if the COR has not been updated, then the course should not be offered. Now that the faculty are more in tune with the importance of C-ID, they are looking at their CORs more frequently and in a different way. We need better integration of the CIPR into strategic planning!

3. **Program Review Submittals – Information Only – None**

4. **Program Review Submittals – District Review**
   i. World Languages – RCC
      Motion – to accept CIPR for World Languages, RCC/**MSC/Gray/Quin/Unanimous**
      Discussion followed. It was noted that they are in desperate need of resources due to a lot of challenges they have had. Susan Mills is aware of the CIPR and it needs to feed into the college's strategic planning process. Rita will have Dorothy make the following minor revisions to the CIPR for uploading to the website: (1) Page 21 replace the word "gave" with "have" under Section E, paragraph two, 1st sentence (2) Page 52-53 – The listed success and retention data has discrepancies in the numbers.

5. **Open Hearing** – The committee agreed to cancel the June 3rd meeting unless something comes through for review. Alexis will send her new CIPR template through the District Committee for review and feedback before sending it out to her faculty. The District Program Review Director will be rotating to Carolyn Quin, MVC for 2014-2015.

Adjourned 3:35 pm/**MSC/Quin/Gray**

Next Meeting (*if needed*): Tuesday, June 3, 2014 – 2:30 p.m. – DO #307

Riverside Community College District
District Program Review Committee
September 2, 2014 – 3:30 to 4:30 p.m.

Minutes

<u>**Members Present:**</u>
Rita Chenoweth; Alexis Gray; Carolyn Quin; Sylvia Thomas; David Torres;

1. **Approval of Minutes from 5/6/14/MSC/**Chenoweth/Gray/Unanimous

2. **Administrative Issues**
    a. The District Program Review Director for 2014-15 has rotated to Carolyn Quin from MVC. Meeting time has changed to 3:30-4:30 on every 1st Tuesday of the month. The committee agreed to try out CCCconfer for our next meeting to see if it's more convenient.

    b. Review CIPRS due for 2011 - 2015
    2011: (6) CIPRs
    Moreno Valley – CIS/CAT/BUS (changed from BITS); Fire Technology; Human Services; Medical Assisting
    Carolyn stated that it was suggested to her to grant amnesty to these disciplines and come to an agreement to just turn something in.

    Norco - CIS/CAT/CSC/Gaming; Mathematics
    Alexis noted that these disciplines are due again next year and she would rather move them forward to 2015 and ensure a <u>completed</u> CIPR will be submitted. The approval of the VP of Academic Affairs is needed to move currently overdue CIPRs to another year.

    2012: (2) CIPRS
    Norco – Counseling; Life Sciences
    Counseling is currently in reorganization, and Norco's plan is to combine the annual with the comprehensive and possibly move them to 2016.
    Life Sciences – not cooperating. They want to opt out of assessment portion of the CIPR. Move to 2016? Need to discuss with VP.

    2013: (2) CIPRS
    Moreno Valley – Honors Program; Humanities
    Need to discuss with VP.

    2014: (14) CIPRS (See attached list)
    Moreno Valley:
    Economics – Eddy Chi has been granted an unpaid leave of absence for the year to finish doctorate so CIPR will not be submitted for 2014.
    Library – Debbi Renfrow is working on CIPR and has agreed to be in the TracDat pilot program.
    Physician Assistant – postponed due to their accreditation visit in June. Two temporary faculty were hired as FT permanent. They will be working on the CORs along with Carolyn.
    Sociology – Carolyn trained Eric Thompson on TracDat and will ask him if he would like to be part of the pilot program.

    Norco:
    Economics – will submit in October.
    Engineering – might submit early Spring 2015?
    Library – will submit on new Norco form for 2015
    Physical Science - will submit on new form
    Sociology – Alexis will help Khalil submit on the new form

    Riverside:
    Welding – has been submitted.
    Most of them should be in by October once they have their first college meeting.

2015: (51) (see attached list)

Riverside – Rita's understanding is that RCC is aiming for all programs/disciplines to be due in Fall 2015 and 2014 will be the last year they are staggered. Discussion followed regarding how this is to be done. Rita is thinking that the Curriculum Chair would be the one making sure all CORs are updated? Sylvia stated that the curriculum committees need to discuss this topic, have it vetted at each college and come up with a system that will work when RCC transitions to all disciplines due in 2015. Sylvia made the statement that some colleges actually have curriculum on a separate cycle which is something we could consider. In any case, curriculum revision should always be ongoing.

c. RCC World Languages - revisions completed for uploading? Not yet.

d. New template for CIPR progress report for RCC and Norco
   i. Rita stated that RCC will be developing their new template in Fall.
   ii. Alexis gave an overview of Norco's new template which will be sent to appropriate faculty with their discipline/program name and due date on it. Norco and MVC plan on sticking with the current rotation.

e. TracDat and Program Review at MVC, NC, and RCC – Carolyn gave a preliminary overview of TracDat, the new assessment program. A MVC workgroup will be designing the program review portion this Fall.
   - Each discipline is able to see all their SLOs and who entered the assessment.
   - Able to select assessment cycle.
   - How does this integrate with program review?
   - Program does not handle resource information.
   - How is information exported to a spreadsheet for use in program review?

3. **Program Review Submittals – Information only – N/A**

4. **Program Review Submittals** – **District Review** – **N/A**

Meeting adjourned: 4:44/Chenoweth/Gray

Next Meeting:

Tuesday, October 7, 2014
3:30 – 4:30
CCCconfer

Present: Rita Chenoweth; Alexis Gray; Carolyn Quin; David Torres

Absent: Sylvia Thomas

1. **Approval of Minutes from 9/2/14/MSC/Gray/Chenoweth/Unanimous**

2. **Administrative Issues**
    a. **RCC World Languages** – Rita has committed to presenting this document at our next meeting on November 4th for review and uploading.

    b. **Progress Report on new CIPR Templates:**
        <u>RCC</u> - Rita reported for that RCC will be forming a new work group to work on the new 2015 CIPR template which Tom Allen will chair. This group will consist of members from I.E. and SPEC. Only departments that are elected in the even numbered years will serve on the committee this year since there are only five disciplines due for 2014. They are having a retreat on October 17th and, hopefully progress will be made on the new 2015 template. They will be changing their By-laws to include representatives on the program review committee from all departments. RCC will require all CIPRs to be due starting next year, 2015, on the new template.

        <u>Norco</u> – Alexis reported that there were a couple of changes to their new CIPR template. Business Services came up with an excellent idea to create a spreadsheet that will allow the discipline to truly compute total cost of ownership for anything that is entered. This will be shared with the other two colleges and the link will be uploaded to their website. They would like to link this spreadsheet to another additional template that runs on a similar idea as TracDat, since TracDat is not able to generate program reviews. This would allow Norco to integrate their CIPRs into their long-term planning process.

        <u>MVC</u> – Carolyn reported that the MVC Academic Senate approved the formation of an Instructional Program Review Committee based on a recommendation from the APC. They will have a meeting on October 9th to organize this new committee and to determine the timeline for the fall review of the CIPR documents due October 15th. A conversation has taken place discussing the possibility of (1) using TracDat for program review sometime in the future, and (2) combining the CIPR and the APR into one cohesive document with annual updates. A question arose as to how reports will be generated in TracDat.

3. **Program Review Submittals – Information only**
    a. Human Services, MVC (2011)
        Motion – to accept Human Services for MVC/**MSC/Gray/Chenoweth/Unanimous**
        Discussion – A title page and table of contents will be added. In the most recent revisions, the assessment portion was added. COR have not been updated. The discipline will be submitting a 2015 CIPR which will include all updated CORs.

    b. Medical Assisting, MVC (2011)
        Motion – to accept Medical Assisting for MVC/**MSC/Chenoweth/Gray/Unanimous**
        Discussion – CORs are out of date. They will be held accountable for fixing the issues with the program, updating the CORs and the outcomes assessment for submission in 2015!

4. **Program Review Submittals** – **District Review**
    a. Honors, MVC (2013)
        Motion – to accept Honors, MVC/**MSC/Chenoweth/Gray/Unanimous**
        Discussion – Dates throughout the document need to be consistent. Carolyn will have Nick make those revisions.

Opening Hearing – Committee agreed to schedule CCCconfer meetings throughout the rest of the year.

Submissions for November 4ᵗʰ meeting:
MVC – Sociology; Library; Physician Assistant (once major revisions are launched)

NC – Alexis asked the committee if they want to review Norco's 2014 draft CIPRs that are to be submitted to the college committee on March 15ᵗʰ or after they have been resubmitted with revisions on May 15th? Alexis decided to ask her committee first and let us know at the next meeting. If the District reviews them after the college May 15ᵗʰ meeting, then they will be on the June agenda.

RCC – The college committee won't receive any 2014 submissions until after November 1ˢᵗ so the District will review them in Spring.

Meeting adjourned: 4:16 p.m.

Next Meeting:

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Tuesday, November 4, 2014
3:30 – 4:30

CCCconfer
Dial: 1-888-450-4821
Passcode: 416091

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Present: Rita Chenoweth; Alexis Gray; Carolyn Quin; Sylvia Thomas; David Torres

1. **Approval of Minutes from 10/7/14/MSC/Gray/Chenoweth/Unanimous**

2. **Administrative Issues**
   a. 2015 RCCD CIPR Forms – will the District Committee revise the Background and Guidelines Information to be issued in February?
   All comprehensive program review documents are now college-based and the responsibility of the college committees so there is no need for the District to update the Background and Guidelines.

   b. Who will be responsible for trainings in the Spring? The committee felt no trainings are needed in Spring 2015.

   c. Will the colleges be preparing their own template for 2015 or will the District Program Review Committee be revising the current template for 2015?
   The comprehensive program review is now college-based.
   Norco - is using their newly created template for 2014. All of Norco's program reviews are due for editing on March 16th and April 29th is the final submittal date.
   RCC - is in the process of creating their own template for 2015.
   MVC - Until MVC sees how TracDat integrates with program review, they will use the District template.

   Discussion followed on how TracDat will work for program review. No charge has been given to the three curriculum chairs regarding the rotation of updating CORs. Once a rotation is developed, the District Curriculum Committee needs to make a recommendation to the Academic Senates. This dialogue will be continued in the District Curriculum meeting.

3. **Program Review Submittals – Information only**
   a. Fire Technology 2011 Revised – MVC
   This program review never came through the college committee because there wasn't a college screening process at the time. It will be due again in 2015 and the discipline will have a baseline to start from. Ready to be uploaded to the website.
   Motion – to accept 2011 Fire Technology for MVC/**MSC/Chenoweth/Gray/Unanimous**

4. **Action Items:** Would like the committee's approval to move the following CIPRs to 2015:
   a. Human Services
   b. Medical Assisting
   c. Fire Technology
   Motion – to approve a due date of 2015 for the above three program reviews.
   MSC/Gray/Chenoweth/Unanimous

5. **Update of CIPRs for 2011-2014**
   2011: (3) CIPRs
   MVC – BUS/CIS/CAT – still promising it.
   Norco - CIS/CAT/CSC/GAM – This grouping is not a legitimate grouping. Alexis will speak to VP about moving to 2014. Mathematics – Alexis will speak to VP about moving to 2014.

   2012: (2) CIPRs
   Norco – Counseling – no update. May come in for 2014 or 2015?
   Life Sciences – no update. May be moved to 2014 or 2015.

2013 (1) CIPRs
Moreno Valley – Humanities – no update.
RCC – World Languages – waiting for revised document.

2014 (15) CIPRs
Moreno Valley – will be submitting Library, Sociology and Economics at December's meeting.
Norco - focus for the remainder of Fall 2014 will be the Administrative Program Reviews. CIPRs are due in April 2015.
Riverside - will be submitting Welding and Economics at December's meeting, followed by two in February and two in March.

Meeting adjourned - 4:19 p.m.

Next Meeting:

Tuesday, December 2, 2014
3:30 – 4:30
CCCconfer

Present: Alexis Gray; Carolyn Quin
Absent: Rita Chenoweth; Sylvia Thomas; David Torres

1. **Approval of Minutes from 11/4/14 - No quorum (Defer to March meeting)**

2. **Administrative Issues/Information Only**
    a. **DAPRs due February 5, 2015:** E-mail was sent on 11/18/14 to all units calendaring the District Administrative Unit Program Review discussion meeting on January 14, 2015 from 8:45 – 12:30, District Office, #343. Sylvia Thomas will be conducting the meeting.

    b. **Norco Update** – Alexis wanted to inform the committee that any revisions the colleges make to their CIPR templates need to be submitted to the District Academic Senate for approval before they can be distributed! Alexis has discussed with Diane Dieckmeyer how to bring in all the CIPRs due April 29, 2015.

    c. **Moreno Valley Update** – using TracDat for their CIPRs. Gave some tips on using TracDat (see 4a.)

    e. **Responsibilities of the Faculty Chair** (which will rotate to Norco next year):
       i. Faculty Chair is responsible for meeting with Sylvia or Debbie to review the agenda a week or so before each monthly meeting. This meeting can be conducted by phone.
       ii. Conduct the District Program Review meetings each month.
       iii. Report to District Senate on the last Monday of the month at 3:00. If they can't make the meeting, they can send their report to the District Senate President.
       iv. Review the District Administrative Program Review template for any revisions needed. Attend and conduct the DAPR Discussion meeting held in January of each year which are due in February.

3. **Program Review Submittals – Information only**
    a. CIS/BUS/CAT, MVC 2011/Accepted by consensus. Debbie will send Carolyn the revised version and will have it uploaded to the website.

4. **Program Review Submittals – District Review**
    a. Library, MVC 2014 (template plus TracDat) **(Defer to March meeting)**
       Comments on use of TracDat:
       i. Library has only one course, LIB 1—take into consideration the number of SLO assessments when running reports
       ii. The Word files from TracDat are not easily viewed. The entire report had to be converted to pdf for presentation in this format.
       iii. Dates for CORs have a field on the main screen for a course.
       iv. Dates for offering courses on a rotation, assessing courses on a rotation, and revising CORs on a rotation are also part of the main screen for a course.
       v. Resource Requests will need to be done outside of TracDat, but justification can be done as part of SLO assessment and linked to the RR.
       vi. The Library had SAOs. SAO assessment was implemented by creating a "fake" course and then using the same processes available for SLO assessment. Disciplines might be able to use this as a way to state and assess "Goals."

    a. Sociology, MVC 2014 **(Defer to March meeting)**

Next Meeting:

Tuesday, March 3, 2015
3:30 – 4:30
CCCconfer