District Program Review Committee Meeting
November 13, 2023
9:00 A.M – 10:00 A.M
Via Zoom: Meeting Zoom Link

DRAFT

Meeting Minutes

Attendees Present:

Attendance: Voting Members	Non-Voting Members
Anya Marquis (MVC)	Lijuan Zhai (RCCD)
Timothy Russell, Chair (NC)	
Virginia White (RCC)	Recording Assistant: Katherine Koh

I.   **Call to Order: 9:03 am**

II.   **Approval of Agenda (5/8/23)**
        – **First:** Anya Marquis, **Second:** Timothy Russell; No abstention, Approved by consensus.

III.   **Approval of Minutes (1/20/23)**
        – **Motion:** Anya Marquis**, Second:** Timothy Russell; No abstention, Approved by consensus.

IV.   **College Reports**

Moreno Valley College Report

Anya Marquis updated everyone that comprehensive reports and annual updates are due in Fall 2023 for Moreno Valley College. Comprehensive reports are due every 3 years around October 1st. There is an inconsistency with CTE comprehensive reports due every 2 years instead of 3 years from past practices. However, the current CTE dean is supportive of putting CTE comprehensive reports on a 3-year track instead of the 2-year track. 32 annual updates are due this Fall and 31 annual updates have been submitted. These annual updates are reviewed by deans in Nuventive and reported to VPAA. 8 comprehensive reports are due and 7 have been submitted and accepted with revisions. Anya Marquis mentioned faculty have questions regarding budget codes and incorrect school codes in Nuventive. They are also working on revising by-laws for instructional review for a more effective process and improved succession training. Anya Marquis has invited several faculty members to chair instructional review, but there is no interest from faculty members at this time.

Norco College Report

Tim Russell updated everyone that comprehensive reports are due every 3 years at Norco College, with annual updates every 2 year if there are resource requests. Comprehensive reports are due this Fall, and they are waiting on updates from Nuventive. Faculty members have 5 months to complete the comprehensive reports, and they are making a video in Nuventive as a guide and tutorial for faculty members to complete their comprehensive reports. Anya Marquis

asked if Norco College has encountered difficulty with Nuventive as assessment is delayed for a long time in Nuventive. Tim Russell said their assessment is done in canvas but the report is generated in Nuventive. Virginia White mentioned they have issues with Nuventive as well when they experienced a glitch 2 weeks before all department plans were due.

Riverside City College Report

Virginia White updated everyone that Riverside City College individual department plans are due on 3/30/24 and deans submit divisional plans to VPAA by 4/28/24. VPAA then put these plans together and publish them on the college website. Since the deans' plans are not published, faculty do not know if their requests made it to the VPAA. Some faculty were frustrated that faculty position requests were shifted last year after the prioritization process was finalized. They need to work on improving communication between faculty, deans, and VPAA. There was confusion with budget requests this year as well as budget augmentation requests were processed without budget codes in the past, but budget codes are needed this year. Unfortunately, most faculty members are not familiar with budget codes.

V.   **Informational Item**
- The next program review committee meeting will take place on 5/13/24 from 9 am to 10 am

VI.   **Adjournment: 9:45 am**