

District Program Review Committee Meeting
May 13, 2024
9:00 AM – 10:00 AM

DRAFT

Meeting Minutes

Attendees Present:

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

- I. **Call to Order: 9:03 am**
- II. **Approval of Agenda (5/8/23)**
 – **First:** Virginia White, **Second:** Anya Marquis; No abstention, Approved by consensus.
- III. **Approval of Minutes (1/20/23)**
 – **Motion:** Anya Marquis, **Second:** Virginia White; No abstention, Approved by consensus.
- IV. **College Reports**

Moreno Valley College Report

Anya Marquis updated everyone that MVC has collected the annual reports, and will review and update the forms and other housekeeping items in the Spring. Program Review will review their comprehensive report rubric for Fall 24 to assess if the submitted comprehensive reports are complete or if revisions are needed. They are also reviewing the annual check form as a guide for faculty to complete their annual checks. MVC also reviewed their bylaws to make them more comprehensive including details on election process and succession. Anya Marquis is transferring to Norco College in Fall 2024, and James Hayes was elected as the new chair of Program Review Committee

Norco College Report

Tim Russell updated everyone that Norco College has completed comprehensive program reviews with 100% submission. They are shifting from a quantitative scoring to a more qualitative feedback model for their program review. The program review cycle introduced an equity section with some equity questions. It also houses and incorporate a faculty resource request prioritization form and faculty professional development request form. There is a reflection section in program review with thoughtful recommendations from the faculty and staff on how to improve the process in the future. Norco College’s Program Review Committee will review these recommendations in Fall 2024 for action.

Riverside City College Report

Virginia White updated everyone that RCC will be starting a new comprehensive cycle next year and all department will submit a 5-year plan in Spring 2025. Historically, RCC's department plan is due around end of March to be included in the Dean's plans due at the end of April. The Dean's plans have been extended till the end of May which extends the Vice Presidents' plans till Summer. Special Projects are needed for faculty to review the Vice Presidents' plans in the summer. Department chairs also have opportunities to sign off on the Deans' plans so department chairs and deans can talk about these plans. RCC Program Review Committee is revising some prompts for the next 5-year cycle to include new focus on Latinx servingness using Gina Garcia's matrix. A retreat for Program Review was held on January 19, 2024 which was well attended. Virginia White has been voted as Chair of the Program Review Committee for the next year

V. Discussion Items

- Faculty has to select budget codes for their request but some budget codes are outdated. These budget codes need to be updated in Nuventive.
- The next program review committee meeting will take place on November 4, 2024 from 9 am to 10 am. Calendar invite will include James Hayes as new chair of MVC.
- Motion to vote for Virginia White as Co-Chair for 2024-25. Rotation for next 3 years: RCC-MVC-NC. **First:** Anya Marquis, **Second:** Virginia White; No abstention, Approved by consensus.

VI. Adjournment: 9:52 am