District Program Review Committee Meeting November 4, 2024
9:00 AM – 10:00 AM

Meeting Minutes

Attendees Present:

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

I. **Call to Order: 9:00 am**

   Approval of Agenda (11/4/24)
   - **First:** James Hayes, **Second:** Tim Russell; No abstention, Approved by consensus.

   Approval of Minutes (5/13/24)
   - **First:** Tim Russell**, Second:** James Hayes; No abstention, Approved by consensus.

II. **College Reports**

   Moreno Valley College Report

   James Hayes updated everyone that MVC Program Review Committee received 15 comprehensive program review reports during Fall 2024 semester, and all other programs completed annual updates. Out of the 15 comprehensive program review reports received, 12 reports were accepted as completed, and 2 reports were found to be incomplete in need of major changes. Both reports are being revised and resubmitted, and the Program Review Committee expects all 15 reports to be completed and accepted by the end of November. The Program Review Committee will evaluate the process of this last program review cycle in December 2024, and discuss improvements that can be made for the following year.

   Norco College Report

   Tim Russell updated everyone that Norco College completed a comprehensive Program Review last Spring 2024, and the committee is using Fall 2024 to go over the recommendations for improvement to ensure transparency and make Program Review more meaningful to its contributors. Many of the recommendations were directed at the structure of the Nuventive platform. Some recommendations include adding a section to the goals portion of the Program Review to allow programs to update their current goals or action plans, and ensuring the data from Equity section of the most recent Program

Review is forwarded to the committees, workgroups, and college councils. Other discussions at Norco College include adding a Credit for Prior Learning (CPL) section to the Program Review, and Changing the Program Review cycle from a 3-year cycle to a 5-year cycle to align with the Norco College Strategic Plan.

Riverside City College Report

Virginia White updated everyone that Department Plans were due by March 30, and Division Plans were due by May 28. Department Chairs/PR Reps now sign off that they have seen the Dean's plan and it references their own plans. VP Plans were due over the summer but due to several interim or vacant positions, the VP plans were not available in the summer. VP plans will be posted to Program Review website for campus-wide viewing around the third week of Fall semester. Two Q&A sessions were held for campus community to ask questions about the VP plans. Voting by council is underway, and vote outcomes will be ratified by November 8.

RCC had a Program Review retreat on October 17 as RCC enters their comprehensive planning year which also lines up with accreditation and development of their next strategic plan. The retreat offered hands-on opportunities to engage with the new comprehensive plan prompts, and highlights servingness for our Latinx students utilizing Dr. Gina Garcia's Servingness Framework. RCC program review is trying to organize their thoughts over the next five years. Program review is trying to encourage faculty to outline their plans for each year over the next 5 years. The better the comprehensive plan is, the easier it will be to do the annual updates. The team discussed a logic model that works well with Nuventive, and Steven Butler mentioned that the Institutional Research office used that model over the summer.

III. **Discussion Items**
   - The next program review committee meeting will take place on May 12, 2025 from 9 am to 10 am.

IV. **Adjournment: 9:28 am**