RCCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

District Program Review Committee Meeting
November 3, 2025
9:00 AM – 10:00 AM

DRAFT

Meeting Minutes

Attendees Present:

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

I. **Call to Order: 9:02 am**

Approval of Agenda (11/3/25)
- **First:** Tim Russell, **Second:** Virginia White, No abstention; Approved by consensus.

Approval of Minutes (5/12/24)
- **First:** Tim Russell, **Second:** Virginia White, No abstention; Approved by consensus.

II. **College Reports**

Moreno Valley College Report
James Hayes updated everyone that during the Fall semester, the Instructional Program Review Committee focused on supporting faculty completing and submitting annual updates and comprehensive (3-year) program review reports. Faculty in instructional programs submitted 15 comprehensive reports that were due on October 1st. Committee members have reviewed all 15 reports and provided feedback to each program. IPRC members led 5 FLEX sessions to support faculty, 1 during FLEX Week in August, and 4 more (one each week) in September, leading up to the Oct. 1 deadline to submit reports.

The committee developed a new report evaluation form using the MS Forms platform. Using an online, fillable form with drop-down menu choices, checkboxes, and text response items, made it convenient for reviewers to record and submit their feedback for report writers. It also made collecting, collating, and sharing the reviews and feedback much more efficient than the paper forms and MS Word files that were used previously. Discussion of adding an Associate Faculty Representative to the committee membership has been tabled for now, but will be discussed again for action in the Spring 2026 semester. The specific duties, election or appointment, and potential changes to the bylaws need to be further discussed in coordination with the MVC Academic Senate.

Norco College Report
Timothy Russell updated everyone that he's been nominated as the Norco College chair of Program Review for the next 2 years and he will be the chair of the District Program Review Committee next year. The Program Review Committee created a Credit for Prior Learning (CPL) section of the Program Review Nuventive platform. The committee voted and approved a set of questions designed to help the college and the CPL coordinator document and track how often programs/disciplines award Credit for Prior Learning at Norco College. The Annual Update for the Program Review will open December 1st and remain open for submissions until late March. The Program Review Committee has begun preparing for its next Comprehensive, that will take place next academic year. As part of this, the committee has created a schedule to review and update all sections of the Program Review through the Spring 2025 semester. The Norco College Program Review Committee continues to discuss shifting the Program Review cycle from a 3-year cycle to a 5-year cycle to better align with the Strategic Planning cycle. Norco College will conduct a comprehensive review on their Nuventive platform in Spring in preparation for the comprehensive program review next year.

Riverside City College Report
Virginia White updated everyone on the last Program Review and Plan Cycle Timeline-Comprehensive Plan Year for Fall 2025. Department Plans were due March 30 including narrative prompts for each department to complete and new prompts addressing servingness and our status as an HSI were included. Division Plans were due May 28 and Department Chairs/PR Reps now sign off that they have seen the Dean's plan and it references their own plans. VP Plans were developed over the summer and Deans were supposed to be asked to sign off that they have seen the VP's plan and it references their own plans. GEMQ was scheduled to meet at the beginning of fall review VP Plans (for completeness, not content) and VP plans ALMOST finalized now (late October). VP Plans will soon be posted to Program Review Website (for campus wide viewing). Voting by Council members will be from November 17- December 5 and Vote outcomes will be ratified on Friday November 10.

RCC is preparing for the next program review and planning cycle with a retreat on December 5. PR Committee is working on narrative prompts for annual updates. There has always been frustration about the resource requests, so we're working to remove them from program review and have the annual updates focus on how well we are doing to serve our students. Resources needed to close equity gaps can be requested in program review, but ideally not requests for new supplies/equipment that is essentially a replacement. Current timeline: Department plans will be due at the end of March, Division plans will be due at the end of June, and VP plans will be due near the start of fall

III. **Next Meeting**
- May 4, 2026 from 8:30 am to 9:30 am.

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