RCCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT
MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

DRAFT

District Program Review Committee Meeting
May 12, 2025
9:00 AM – 10:00 AM

Meeting Minutes

Attendees Present:

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

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

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

Approval of Minutes (11/4/24)
- **First:** Tim Russell, **Second:** Virginia White; No abstention, Approved by consensus.

II. **College Reports**

Moreno Valley College Report

The Instructional Program Review Committee at MVC primarily focused on planning and implementing revisions and refinements in our processes for annual and comprehensive report evaluation. Revisions and clarifications to the comprehensive report review criteria/rubric were made and will be posted to the IPRC website by the end of the Spring 2025 semester. The committee, working with the MVC Office of Institutional Effectiveness, is converting our current MS Word version of the Comprehensive Report Evaluation Form into a fillable PDF. This should help make feedback to disciplines more consistent and easily sharable/available. The fillable PDF format may be a relatively quick, intermediate step in the process of moving to a Microsoft Forms format, which would further enhance providing feedback and making evaluation results available for disciplines, IPRC, and the Office of Institutional Effectiveness.

Data analysis results (summary statistics) for inclusion in 3-year comprehensive reports will be available in written, short-paragraph form in Nuventive for the next report cycle in Fall 2025. The Office of Institutional Effectiveness provided expertise to produce a tool that takes the raw data on success and retention rates and generates the statistics, which are provided in written form. These short paragraphs can be copied into

comprehensive reports to help make reports more consistent and complete. Faculty can still access the raw data and do their own or additional analysis, create graphs, etc. Basic summary statistics needed will be ready for faculty to incorporate into comprehensive reports over the Summer of 2025. The IPRC began discussing the addition of an Associate Faculty Representative to the committee membership. The specific duties, election or appointment, and potential changes to the bylaws are still being discussed and will be taken up again in the Fall of 2025.

Norco College Report

Tim Russell updated everyone that Norco College that Greg Aycock has retired last year, and Tim Russell has been very busy this semester. Norco College completed an Annual Update to Program Review on March 21. Twenty-seven programs submitted updates. The Program Review Committee is on the verge of creating a Credit for Prior Learning (CPL) section of the Program Review Nuventive platform. The committee will be voting to approve a set of 5 questions that will help the college and the CPL coordinator document and track how often programs/disciplines award Credit for Prior Learning. The workload for Credit for Prior Learning is a concern. Some of the questions include: Does your program offer CPL? If yes, how many times have students submitted and how many times have you awarded? If no, why not? If you don't, is there a possibility that you will offer it at some time? Do you want to speak to someone about CPL?

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. They will work on a checklist to ensure program and assessment review alignment with strategic plan. They need to talk to different constituent groups as this impacts assessment review. This change may not be implemented within next 1 or 1.5 years.

Riverside City College Report

Virginia White updated everyone that their department plans were due on 3/28/25, the division plans are due on 5/28/25, and the VP plans will be done over this summer. GEMQ reviews the VP plans at the last meeting of Spring, and read them at the first meeting in Fall. These plans will be sent to leadership council to be ranked mid-Fall. There are 12 or some narrative prompts for departments and programs to reflect on for the past 5 years. Some questions were added on Latine servingness. After the reflective part, the department will build a plan to address the gaps in their plans. There is continual frustration in resource requests. Staff were told to put resource requests in program review, but the requests should center around equity gaps in student success. Regular operational expenses should not be included in program review. GEMQ and RDAS will work to exclude ongoing operational expenses from program review.

RCC is in a comprehensive planning year. All departments and programs will submit both a 5-year plan and narrative prompts. Narrative prompts are reflective (backward looking) with a series of prompts asking departments/programs to reflect on the last 5 year in terms of enrollments/service. For this cycle, RCC added in some questions about Latiné servingness to continue our campus-wide theme of focusing on the S part of HIS. The plan portion is for the next 5-year cycle. Initiatives and action plans for anything folks want to do moving forward. Often most initiatives center around budget requests

There are frustrations with resource requests. GEMQ will work with RDAS to identify a different process for ongoing expenses (like replacement of equipment or dept budget augmentation). The goal is to have the resource requests put through PR to be new expenses necessary to close achievement gaps or obtain training. Planning for Fall 2025 include Leadership councils will meet and review the VP plans and prioritization of initiatives will happen in fall, with a vote of all LC members. Planning for Spring 2026 include submitting updates of comprehensive plans for all programs/departments with an emphasis on how depts can advance the objectives outlined in the college strategic plan (as well as provide an update to their own plan).

III. **Next Meeting**

- November 3, 2025 from 9 am to 10 am.

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