

District Program Review Committee Meeting

January 20, 2023

1:00 P.M – 2:00 P.M

Via Zoom: [Program Review Meeting Zoom Link](#)

DRAFT

Meeting Minutes

Attendees Present:

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

- I. Call to Order: 1:00 pm**
- II. Approval of Agenda (1/20/23)**
 – **Motion:** Anya Marquis **Second:** Tim Russell. Motion carried unanimously.
- III. Adoption of Minutes (5/12/22)**
 – **Motion:** Tim Russell **Second:** Anya Marquis. Motion carried unanimously.
- IV. College Reports**

Moreno Valley College Report

Moreno Valley College had a smooth and successful Fall, and Dean Kevari, Anya Marquis and IPRC committee member Fernando Valero worked on Nuventive to keep it up to date for the 23-24 cycle. Guided Pathways program and data for faculty were added to the annual update. Training manual with checklists, as well evaluation forms were revised. Dean Kevari put data from Nuventive on MVC website as well for easy accessibility for faculty members. Program Review at MVC consists of Comprehensive Reports once every 3 years and annual updates in between. CTE reports are due every 2 years, and there is no CTE report due this year.

There were 15 Comprehensive Reports due on October 1st 2022, and 14 out of 15 were turned in on time. The report that was not submitted did not have a full-time faculty member at the moment. Disciplines that did not have Comprehensive Report will do an annual report instead. Dean Kevari was very supportive with providing data to Faculty. Reports that needed revisions were resubmitted in November, and all revised reports (with exception of 1) were accepted. These reports will be placed on MVC website at the beginning of Spring semester for public viewing.

Virginia White asked Anya Marquis about the weekly trainings, and Anya Marquis explained that these trainings are one hour long, and offered on different times and days of the week. Initial training sessions are instructional and focused on answering all the faculty’s questions. IPRC was recruited to work with faculty in breakout rooms during trainings.

Norco College Report

Tim Russell updated everyone that comprehensive reports are due once every 3 years at Norco College, and all disciplines are on the same cycle. Norco College had a quiet Fall semester, and they are working on their annual updates to be turned in around late March. Their comprehensive reports are due next year. They made some faculty forms available on Nuventive such as the professional development funding request and the faculty prioritization request form so faculty requests are received and processed promptly. Prioritization request forms are due in Spring but urgent requests are processed as they are received. Unfortunately, Nuventive is unable to send an alert when a new form is received, so an administrative assistant checks Nuventive regularly for faculty forms and update the dashboard manually. Putting the forms on Nuventive make the process quicker and easier, and increase transparency for all faculty.

Riverside City College Report

Virginia White updated everyone that comprehensive reports are due every 5 years at Riverside City College, and all faculty turn in the plans at the same time. There is an annual update report between the comprehensive reports, and additional faculty from each department are invited to help with these annual updates. There are training sessions on how to prepare these comprehensive reports, types of initiatives to include in these reports, as well as best practices and verbiage for these reports. RCC is trying to improve the comprehensive plan with equity data incorporated in the plans.

Prioritization process takes place in the Fall, and departments rank their requests first before submitting them to the VPAA. There are questions regarding how faculty positions are ranked, so there is room for improvement in this area. Anya Marquis mentioned that a lot of the data from the prioritization process are on the Nuventive site for MVC including resource request form, data, qualitative and quantitative analysis, justification, and ranking. Virginia White thinks that is a good idea, and they can explore that option as well.

Riverside Community College District Report

Dr. Lijuan Zhai updated everyone that the Strategic Planning Committee has been meeting for the past few months to develop a new committee structure for DSPC. Several committees will fall under the DSPC such as teaching and learning, institutional effectiveness planning, resource committee, advancement and partnership committee. The plans are not approved yet, and more information will be forthcoming in Spring.

V. Discussion Items

- **Schedule Spring 2023 Meeting**
 - The next meeting is scheduled for 5/8 at 9 am.
- **Other**
 - The District Program Review website needs to be updated to reflect Virginia White as the Chair.

VI. Adjournment: 1:40 pm