

**District Program Review Committee Meeting**

**May 8, 2023**

**9:00 A.M – 10:00 A.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: Katherine Koh

- I. Call to Order: 9:02 am**
- II. Approval of Agenda (5/8/23)**  
 – **Motion:** Anya Marquis     **Second:** Timothy Russell. Motion carried unanimously.
- III. Approval of Minutes (1/20/23)**  
 – **Motion:** Timothy Russell     **Second:** Anya Marquis. Motion carried unanimously.
- IV. College Reports**

**Moreno Valley College Report**

Anya Marquis updated everyone that Moreno Valley College collects comprehensive updates during Spring semester in preparation for comprehensive reports due in Fall semester. Committee members can accept comprehensive reports as presented or request revisions. No faculty ran for the Program Review Committee chair position during election, and Anya Marquis is happy to assume this position for another year. However, this upcoming year will be her last year. She suggested that the next chair person should start attending these meetings, and getting involved with this committee.

CTE faculty asked about the program review cycle during April’s IPRC meeting, as Norco College does comprehensive reports once every 3 years, while RCC does comprehensive reports once every 5 years. MVC CTE faculty does comprehensive reports once every 2 years as a requirement from Dean Melody Graveen before she retired. Anya Marquis sent an email to MVC’s current CTE dean and VPAA regarding modification of this requirement. Both of them agree that MVC CTE faculty should do comprehensive reports once every 3 years, with labor market analysis once every 2 years. Anya Marquis will bring it to the attention of the senate next week.

Anya Marquis and Jake Kevari presented program review processes to Region 9 Rising Fellows on 5/10/23. There were 16 attendees and 11 fellows from various college districts. These fellows are getting their advanced degrees in preparation to teach, and they were enthusiastic and eager to learn.

### **Norco College Report**

Tim Russell updated everyone that Norco College keeps faculty training request forms and faculty prioritization questionnaire on Nuventive for ease of access for all faculty. Norco College does comprehensive reports once every 3 years, with optional annual updates that ended on 3/30/23. For this year, 28 faculty submitted annual updates with 140 resource requests. Norco College is preparing for comprehensive updates due next year. No faculty ran for the Program Review Committee chair position during election, and Tim Russell is happy to assume this position for another 2 years, as he felt it might be difficult for another faculty to take over the comprehensive reports due next year.

Norco College is finishing some updates on Nuventive, and working on the equity section on program review platform to encourage others to think about equity initiatives and guided pathways. Virginia White mentioned that RCC has equity issues and efforts to address these equity issues. She will send the verbiage to Timothy Russell.

### **Riverside City College Report**

Virginia White updated everyone that they do their prioritization in the Fall, and initiatives are ranked during this time. Dr. Carter determined which initiatives get funded, and they are now moving through these funded initiatives from last year. Recommendations were made for department chairs to be informed regarding their deans' decisions, so department chairs can make changes before the plans reach their Vice President of Academic Affairs.

A retreat was hosted in January for department members and chairs to help write their department plans, and almost 100% of the department plans were submitted in Nuventive successfully. Anya Marquis asked if department chairs do the update, and Virginia white confirmed that department chairs usually update the plans. In multi-disciplinary depts, faculty members from each disciplinary will help put the plan together as all parties have access to submit updates in Nuventive.

### **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 Fall 2023 Meeting**
  - The next meeting is scheduled for 11/13 at 9 am.
- Chair for 2023-2024
  - Timothy Russell will be chair for Program Review.  
**Motion:** Virginia White, **Second:** Anya Marquis. Motion carried unanimously.
- **Other**
  - None

**vi. Adjournment: 9:34 am**

- **Motion:** Tim Russell, **Second:** Anya Marquis. Motion carried unanimously.