

# Program Review Committee Minutes

**November 7, 2025**

**9:00 – 10:30 am**

## Members

x	Wendy McEwen*	x	Virginia White *
	Alicia Berber		Jennifer Amaya
X	George Molinero (student rep)	x	Katherine Johnson
	Regina Miller	x	Michael McCracken
X	Angela Burrell	x	Mike Dahl
X	Mark Sellick	x	Nicole Render
x	Brian Kohl	x	Rebecca Kessler
	Kathleen Sell	x	Rosa Frazier
	Huda Aljord	x	Ruben Contreras
x	Diana Pell		Tony Musumba
	Riyad Abubaker		Harley Glenn
x	Malcolm Frierson		

## Guests/Liaisons/Admins

x	Sef Girgis (recorder)		

1. Call to order at 9:04
2. Approval of Agenda,
  - a) Motion to approve: Wendy / Brian Kohl. Wendy requested to move new business 6A and move it the top. All agreed.
  - b) Approved by consensus.
3. Approval of Minutes from **October 3, 2025**
  - a) Motion to approve: Michael M./ Angela B.
  - b) Approved by consensus
4. **Old Business**
  - 1) **Potential Narrative Questions – Guiding Questions**
    - What are the clear expectations of program review at each level: departments/disciplines, deans, VPs?
      - Deans—did you read, review, and provide feedback on the program review documents in your division? Do they convey an accurate assessment of the needs in these areas? Based on the data, which areas deserve commendations? Which areas need further support in addressing

the data? What are your own goals for the division based on the division-wide data reflection? Then VPs would answer similar questions.

- *Are we able to see what deans and VPs are writing on these prompts?*
- *There has been emphasis on having RDAS be responsible for resource requests.*
- *There is ongoing confusion about the purpose of program review at the department level and the purpose of the program review committee. In response, the chair of the committee shared the Program Review committee's charge. We need to follow this charge as it is now.*
- *Program review services primarily meet the needs of the department, and they help as a living document to share with incoming administration.*
- *A recommendation to produce a document specifying what doesn't belong to Program Review.*
- *Does the college have a process for requesting repair or replacement of expensive equipment?*

- Hold a data analysis day three days before the due date
- Separate program review for a request for stuff—focus on the question of “How are we doing?”
  - Why are you asking for “more” if you have not improved in the past year?
- Annual updates should align with the department's 5-year plan goals and with the college's strategic plan goals.
- Goal setting: What do we need to get from point A this year to completion in the next 3-5 years? In other words, incremental goals and not, for example, an entirely new department all at once!
- What challenges do you foresee in the coming year based on your review of the past year?
- Which departments/programs/services will you be collaborating with to achieve your goals?
- **Data to present:**
  - Success rates
  - Disaggregated data
  - Questions: What do you see? What do you think you can do about it? What have you attempted to do about it? Did it work? Why or why not? What are you willing to do about it? What kind of professional development do you need to address your challenges or hopes?
- **Assessment type questions:**
  - How can you be better supported through the Program Review Process?
  - Honest assessment about the ease of use of Nuventive—what else is out there, or can it be more refined to make it easier to use?
  - What is a reasonable amount of time to create a meaningful and useful program review document?
  -
- What have you done to address liberatory outcomes within your department?
  - Provide examples of strategies that help to build your students' sense of belonging at RCC.
  - Provide examples of the department/discipline building a sense of identity in their chosen field for students majoring in your area.

- Provide examples of ways department faculty are present for students outside of their own classrooms.

## **2) New Business**

a) Focus on Program Review Content – not process. GEMQ is working on the process.

- *GEMQ approved the process.*
- *GEMQ is in charge of prioritization. A new member asked what GEMQ is and what its functions are.*
- *The schedule and process wouldn't change much at our end.*

### **b) January Workshop:**

- The workshop was scheduled on December 5<sup>th</sup> but it was requested to move it to January. Special project funding will be available to attend this workshop. January 23 is proposed as the date for this meeting, 8:30 am – 1 pm.

## **3) Council / Committee Updates**

### **a) GEMQ :**

- *The committee discussed the process in the fall for the prioritization schedule, voting will begin on the 17th-26th. It will be helpful to have the department review and vote.*

### **b) EPOC:**

- *The committee discussed the faculty prioritization and how to communicate this differently, and we reviewed the timeline. We need to update the webpages of various committees with minutes and agendas.*

### **c) Assessment:**

- *The committee officially started assessing ILO#3; the year of assessment sessions didn't have enough participation, so it was called off in November, and we intend to resume in December.*
- *Next week, we will be attending the student center ??? and offering a session on assessment during Spring Flex days.*

### **d) District Program Review Committee update:**

- *The committee met with Norco and MVC colleges; Norco is considering switching to a 5-year cycle.*

## **4) Public Comment/Announcements:**

- *Congratulations to Dr. Virginia White for being selected a champion of Equity for November by the Equity Committee.*
- *Next meeting TBD*

5) Adjourned at 10:27