

Program Review Committee

Meeting Minutes

9:00 – 10:30 am September 2nd 2022

Attendance			
X	Huda Aljord, World Languages	X	Michael McCracken, Counseling
X	Jennifer Amaya, FPA	X	Wendy McEwen, IE – Co-Chair
	Alicia Berber, Kinesiology	X	Tony Musumba, STEM
X	Mike Dahl, STEM	X	Pell, Diana
X	Stacie Eldridge, STEM, Physical Sciences		Regina Miller, A&R
X	Carol Farrar		Nicole Render, Nursing
X	Rosa Frazier, FPA	X	Jo Scott-Coe, English
X	Brandie Greene, STEM, Life Sciences	X	Kathleen Sell, English
	Casandra Greene, Classified		Daniel Slota, Library
X	Rebecca Kessler, Cosmetology		Douglas Tang, ASRCC
X	Brian Kohl, Art	X	Virginia White, STEM, Life Sciences; Co-Chair
X	Denise Kruiuzenga-Muro, English	X	Bryn Glover (recorder)

1. Call to order – 9:02 am
 2. Approval of Agenda m/s/c – Denise Kruiuzenga-Muro / Brian Kohl – approved
 3. Approval of Minutes (April 2022) Not Needed – approved via email in May 2022
 4. Old Business
 - a. Prioritization Timeline – invitations were emailed by Kristine Di Memmo on September 1, 2022.
 - September 13th – 12:00 – 2:00pm Q&A
 - October 14th – 1:00 – 3:00 p, Q&A
 - PRIORITIZATION October 28th – 12:00 – 2:30 pm for Initiatives and 3:00-5:00pm for Faculty
 - MS Forms Prioritization finalized by 8/26/2022
 - b. VP Summaries and plans completed and posted on the Program Review website
 - c. Faculty Prioritization Worksheet workshop to be scheduled -worksheet was updated, Fall flex had a workshop that was well attended.
 - i. Send all faculty prioritization requests to Wendy McEwen to get them uploaded to website.
 - ii. The faculty prioritization worksheet will be posted on Nuventive.
- II. New Business
- a. 2022-2023 Meeting Schedule
 - Attend LC workshops and prioritization meetings in October and November

1. ENCOURAGE LC MEMBERS TO VOTE – remind them that they are not voting their personal opinion, they are a representative of the department. Bring it up in department and division meetings.
- iii. December 2nd 2022 – next meeting
- iv. January 2023 workshop – scheduled? January 20th 2023, (3 - 4-hours), Special Project being paid by office of Institutional Effectiveness.
- v. March 3rd 2023 (2-hour meeting) – 9am – 11am. Check in – Where are we? Who needs help? Final push for unit level plans to meet the March deadline.
- vi. April 7th 2023 – wrap up
- b. Updated Nuventive Platform – updated platform is coming and will include easier navigation of site, but less reporting function. We are waiting for the reporting component to be better developed before we switch over, maybe in December.
- c. Upgrades / Changes to process
 - i. Better tracking of VP communication of plans to Deans/Departments – the checklist asks if the plan has been shared with Departments/Deans, there is no way to see that this has been done when you are looking at plans. A prompt should be added to the checklist.

Discussion ensued about the communications between faculty, Department Chairs, Deans, and VPs. It was suggested that the committee can be the advocates for improving these lines of communication. Everyone has access to look at the program review in Nuventive, you can review your program review and start the conversation. Kathleen Sell suggested discussing this at a future DLC meeting.

- ii. Upgrade of Faculty Prioritization Worksheet (draft is done and we can review)
 - iii. Rank ordering ALL initiatives and faculty requests
5. Council / Committee Updates
 - a. GEMQ – has not met
 - b. EPOC - has not met
 - c. Assessment – if your PLOs were scheduled last year, please get them done. You can meet with Wendy to help complete. Norco faculty coming to assessment meeting to show how they are using Canvas for assessment in lieu of Nuventive.
 - d. District Program Review Committee update – have not met
 6. Public Comment/Announcements – none
 7. Adjourn