Moreno Valley College
Report to the Academic Senate, October 15, 2012

FROM: Comprehensive Instructional Program Review (CIPR) Coordinator
Carolyn L. Quin, Ph.D.

1. On October 1, 2012, Senate approved Olga Dumer and Donna Lesser as members of the CIPR Screening Committee, along with Carolyn Quin who was confirmed as coordinator on September 24.
   a. The District asked us to name a “chair.” In an e-meeting, C. Quin was elected by the members as chair of the screening committee. The District has defined the duties of the chair (coordinator).
   b. The CIPR Screening Committee will be screening the 2012 reports before they go to the APC/Program Review Committee for official “acceptance” by the College. **Status:** awaiting a reply from APC for the exact date they want the 2012 Comprehensive Reports for review.

2. In addition, the CIPR Screening Committee is reading submitted reports on the MVC.edu website that were not previously sent to the District Program Review Committee for approval.
   a. The CIPR reports that have not been reviewed by the District are still being verified. One list is on the MVC.edu website and another list has been maintained at the District level. (C. Quin is reconciling the two lists.)
   b. The first meeting will be on November 1, 2012, at 2:15 p.m. in the Dental Building. Purpose: to discuss the old reports (2009, 2010, and 2011).
   c. The work of the committee involves reading reports for completeness, formatting, and accuracy of information; advising preparers of needed changes; and assisting faculty in finalizing the reports.
   d. Additional faculty who are interested may volunteer to serve. If anyone comes forward, names will be brought to the Senate for confirmation.

**Item for Senate consideration:** The CIPR Screening Committee will review and accept previously submitted Comprehensive Reviews from 2009, 2010, and 2011 and submit them directly to the District Program Review Committee as scheduled until they are all submitted.

**Recommend approval to expedite the backlog**

3. C. Quin assisted faculty who are preparing two of the seven (7) MVC 2012 documents:
   a. Data interpretation: Joyce Kim, Speech Learning Pathology (SLP)
   b. Assistance with narrative to accompany data sets: Kim Metcalfe, Early Childhood Education (EAR)

Report on the status of other reports:
   a. Report submitted on 10/1: Kinesiology (KIN): James Namekata
   c. Status of Humanities Report (HUM): Chris Rocco
   d. Status of Geography (GEG): no FT faculty at MVC (report will be done by R+N)
   e. Other reports due in 2012: Life Sciences, Political Science, and Guidance

4. District Program Review Committee—October 11, 2012, 2:30 p.m. – 4:45 p.m.
(College approval previously assigned to Standard I Subcommittee.)
5. District has aligned Comprehensive Reports with accreditation cycles for accredited programs. Physician Assistant program report will be due in 2014; Dental Hygiene and Dental Assisting are on a seven-year accreditation cycle, so DH and DA will need to submit updates of their 2011 reports in 2015. (ACCJC requires a four-year cycle of review.)

6. Liz Romero will serve as temporary support staff for CIPR. The District requested that support staff be assigned. Duties are not clear. C. Quin will assume as much as possible of the workload and work with L. Romero to minimize the impact on her total workload.

7. The District PRC voted to make a change to the format of the 2012 Forms for Item D. Programs and Curriculum. The revised form includes a chart with three columns. (1) Name of Course/Program (2) Date CORs Last Updated (3) Comments. C. Quin will have the revised form posted on MVC.edu as soon as it is available.

Comment: Lack of updates of CORs are the most frequent reason given by the Tech Review Committee for unapproved, returned reports.

8. Process: After 2012 Comprehensive Reports are “accepted” by APC/Program Review Committee, they will be forwarded to the District through the Coordinator. The District’s deadline is November 30.

9. MVC.edu website for Comprehensive Instructional Program Review is unique among the colleges. RCCD will continue to post all Comprehensives, but the District PRC felt that the individual colleges might want to do what we are doing.
   a. For accreditation purposes, doing this places the Comprehensive Program Reviews in the context of the College. Final, approved reports will be public. (Current drafts are password protected.)
   b. College-only programs: College “acceptance” only (District does not review, but they will also post on RCCD for consistency.)
   c. RCCD Discipline Reports: District review required for district-wide disciplines and programs. Combined discipline reports identified as RCCD, such as ESL-RCCD.

Item for Senate consideration: The College will continue to update and maintain the Comprehensive Instructional Program Review website with reports from all disciplines/programs represented at the college.

Recommend approval

10. DISTRICT COMPREHENSIVE PROGRAM REVIEW CHECK SHEET (cover sheet)

District Rubric with Criteria for “approval/posting”:
(1) Common Curriculum—collaborated on their curriculum to ensure compliance with the “One Common Curriculum” District Policy
(2) Continuity--Communicated and cooperated with their colleagues on matters of general interest to provide continuity of academic programs within the District
(3) Other Concerns—please list
(4) Reviewed and Accepted, or (4) Accepted with minor revisions