

# SBVC Program Review

**8/19/16**  
**9:00 a.m. – 11:00 a.m.**  
**B 118**

# MINUTES

Members:	Laura Cross	X	Kenny Melancon	X	X = Present A = Absent
	Diane Dusick	X	Stacy Meyer	X	
	Rochelle Fender	A	Sandra Moore	X	
	Paula Ferri-Milligan	X	David Smith	X	
	Christie Gabriel	A	Nori Sogomonian	X	
	Todd Heibel	A	Shalita Tillman	X	
	Riase Jakpor	A	Anna Tolstova	X	
	Robert Jenkins	X	Abena Wahab	X	
	Joel Lamore	X	Kathryn Weiss	X	
	Leonard Lopez	X			
	Michael Mayne	X	Henry Hua	X	

TOPIC	DISCUSSION	FURTHER ACTION
Blackboard	K. Weiss verified that all committee members can login into the Program Review Blackboard shell. The site VC_ProgramReview will house all documents for committee use. K. Weiss is also the campus Blackboard administrator and can help all with log on issues. The semester agenda is posted with committee meeting dates and deadlines. The committee will use Blackboard throughout the needs assessment and efficacy processes to access documents.	
Mission Statement	The committee reviewed the college's current Mission Statement.	
Strategic Plan	The committee reviewed the current draft of the college's Strategic Plan. P. Ferri-Milligan noted that Version 6.1 is current but still in draft form. The Strategic Plan will be finalized after the Educational Master Plan is complete, maybe by end of this semester. Major portions won't change, per James Smith. A link to the 6.1 version of the Strategic Plan is included on the needs assessment forms. Page 9 of the Strategic Plan has the new major headings, which will be referred to in Program Efficacy.	
Committee Charge	The committee reviewed its charge. K. Weiss noted that the committee has a minimum membership requirement. There is a 10% faculty requirement. The committee has only one classified member and it needs three. Student representation is also needed. K.Weiss contacted C. Huston who will bring the issue to the Acadmic Senate. J. Lamore suggested that the divisions had done what they could to get faculty representation. A. Aguilar-Kitibutr is working on representatives from Student Services. P. Ferri-Milligan contacted R. Carlos to request a student representative.  K. Weiss reminded members that this is a planning committee for the entire college and that we need to look at documents with a global perspective.	K. Weiss and P. Ferri-Milligan will follow up.
Needs Assessment Forms	The committee reviewed the needs assessment forms. Below are the corrections that need to be made:  1. INSTRUCTIONS –Due date for additional research to be reviewed with C. Gabriel and J.Smith. P. Ferri-Milligan will contact that office. Committee	P. Ferri-Milligan will revise forms and post revisions on Blackboard for final

	<p>members' names will be added to instructions so that writers will know whom to contact. Problem last year with gap in whether dean submitted, or document writers were to submit directly. Departments need to know that they are responsible for submitting their own Program Review needs assessment forms to the Program Review Committee; Division deans submit the division ranking sheets.</p> <ol style="list-style-type: none"> <li>2. BUDGET – Added Strategic Plan to form and object codes. Language was changed a little. L. Cross to produce a cheat sheet of spending object account numbers. Committee reviewed language on item #2 for whether or not writers need to reference BOTH <i>Efficacy Report</i> and <i>EMP</i>, or just one. “<i>Directly reference your current Efficacy Report and EMP in your discussions</i>” changed to “<i>Directly reference your latest Efficacy Report and/or current EMP.</i>”</li> <li>3. EQUIPMENT – Strategic link was changed. K. Weiss recommended to change the language in item #2 to that of the changed #2 on the Budget form, “<i>Directly reference your latest Efficacy Report and/or current EMP.</i>”</li> <li>4. CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION – (will change wording on #2 to that of previous...) No issues were raised with this form last semester. Changed “support” to “supports” in item #2.</li> <li>5. FACULTY NEEDS ASSESSMENT APPLICATION – Added “Explain, in detail, the need for this position” to item #1. Need to clarify duration of load – changed to “faculty load per semester”. We consider number of contract and adjunct faculty, faculty load, but not fill rates. Fill rates will be added to the list in item #3. NOTE: Room capacities are addressed by writers in reports.</li> <li>6. DIVISION/AREA SUMMARY –Removed colon in first line. The deans are the only ones to use this form after the division meetings/rankings. This form serves to document division conversation on whole of needs assessment. Under Rankings wording to be changed to reflect “<i>Submit this form along with any division requests; do not include departmental request forms.</i>”</li> </ol> <p>Need for group prioritization from Student Services. S. Tillman to review Student Services Organizational Chart with R. Shabazz to clarify groupings, and give feed-back to committee chairs (Which programs are ranked with which managers in order to help with prioritizing. Student Services may need a program-specific form.) Note: Financial aid data will not be available until after the Program Review deadline.</p> <ol style="list-style-type: none"> <li>7. TECHNOLOGY – No changes other than wording on item #4 of this form to that of item #2 on <i>Budget</i> and <i>Equipment</i>. R. Hrdlicka has reviewed form and approved it.</li> </ol>	<p>review at next committee meeting.</p> <p>S. Tillman will review Student Services Organizational Chart with R. Shabazz to clarify groupings and give feedback to committee chairs.</p>
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Misc.	P. Ferri-Milligan suggested that departments who have curriculum that is not current need to be reminded to launch their courses by the October 1 Curriculum Committee deadline if they are in the rotation for efficacy reports in the spring. She will send emails to departments to remind them.	P.Ferri-Milligan will send emails to departments regarding curriculum due date.
Adjournment	Adjourned at 10:39 a.m.	
Next Meeting	September 2, 2016	