

SBVC

Program Review

11/4/16
9:00 a.m. – 11:00 a.m.
B 118

MINUTES

Members:	Kathy Adams	X	Leonard Lopez	A	X = Present A = Absent
	Aaron Beavor	X	Michael Mayne	X	
	Laura Cross	X	Kenny Melancon	X	
	Bonnie Cruz	A	Stacy Meyer	X	
	Diane Dusick	X	Sandra Moore	X	
	Rochelle Fender	X	Fermin Ramirez	A	
	Paula Ferri-Milligan	X	Steve Sarres	X	
	Christie Gabriel	X	David Smith	X	
	Todd Heibel	X	Nori Sogomonian	X	
	Tim Hosford	X	Shalita Tillman	X	
	Kathryn Jaramillo	A	Anna Tolstova	X	
	Robert Jenkins	X	Abena Wahab	X	
	Joel Lamore	X	Kathryn Weiss	X	

TOPIC	DISCUSSION	FURTHER ACTION
Remediation Reports--Review	Committee reviewed areas of <i>Does Not Meet</i> in following “Conditional/Probational” Efficacy Reports:	P. Ferri-Milligan will notify the programs/ departments of the committee’s actions.
AERONAUTICS	<ul style="list-style-type: none"> PATTERN OF SERVICE – now MEETS SLOs – now MEETS. Committee encourages department to maintain cycle of SLO assessment. PRODUCTIVITY – still Does Not Meet. Committee recommends that it is critical to reverse trend in loss of students. Faculty Chair working with Committee to meet criteria. Concern over steady decline of full-time enrollments; program was failing before loss of full-time faculty. Full-time faculty has been replaced now. Lack of outreach could be factor. <p><i>Motion by Stacy Meyer and seconded by Michael Mayne to accept changes and move Program standing from conditional to continuation; motion passed unanimously.</i></p>	

<p>CULINARY ARTS</p>	<ul style="list-style-type: none"> • DEMOGRAPHICS – All the data errors and gaps have been addressed. BLS sites have been corrected. • PRODUCTIVITY – explanation provided. FTEFs were reported by Program as incorrect but have been double-checked and are correct. How did FTEFs increase if same courses offered? Same qty. of sections offered. No changes in units. Christie Gabriel-Millette to ask MIS to verify data. • TRENDS – good elaboration and detailed/relevant information added. <p><i>Motion by Michael Mayne and seconded by Christie Gabriel-Millette to move Program standing from conditional to continuation; motion passed unanimously.</i></p>	<p>C. Gabriel to ask MIS to verify Culinary Arts data.</p>
<p>FINANCIAL AID</p>	<ul style="list-style-type: none"> • PATTERN OF SERVICE – still DNM. No substantial changes made to report. EMP was late due to data issues. They didn't have last year's data either. Drop-box no longer available and lines have increased again. Committee recommended they collect data on the following: qualitative data would be acceptable with delivery of services to students. DNM still consensus of committee. • DATA – still DNM; they need to implement a system of data collection. Recommend they look at the Library's model of data collection. Proposed student-satisfaction survey. • SAOs – "There was no need for improvement..." If all is satisfactory, then that needs to be reported to Program Review Committee and Community. Committee to recommend... • RELEVANCE, CURRENCY, ARTICULATION – now Meets. Recommend need to address their relevance. Need to at least present catalog documentation. • TRENDS – still DNM - Need to site future trends and changes on which data will be collected. Advise that they need to state ("identify and describe") specifics, i.e. trends and legislation. • WEAKNESSES/CHALLENGES – moved to MEETS and recommend use of data to support. Security has been called several times lately, yet not sited in this section. IT issues sited and are supported as valid. Where is data to support that workshops improve services to students? If the rest of the document had analyzed what is happening in their program, they would have been able to identify challenges and better plan to address them. <p><i>Motion by Joel Lamore and seconded by Paula Ferri-Milligan to move Program standing from conditional to probation; motion passed with two votes opposed.</i></p> <p>Committee to request updated document in Efficacy cycle.</p>	

LIBRARY/COMPUTER LAB	<ul style="list-style-type: none"> • DEMOGRAPHICS – now MEETS. Sufficient address of why their demographics don't match those of College. • SAOS – now MEETS. Committee to encourage to stay on cycle. • WEAKNESSES/CHALLENGES – now MEETS. • TECHNOLOGY - now MEETS. They did a good job of tying technology to Strategic Initiatives. <p><i>Motion by Diane Dusick and seconded by Nori Sogomonian to move Program standing from conditional to continuation; motion passed unanimously.</i></p>	
MARKETING/PR	No document submitted. Remains on probation. Needs to submit documents in next efficacy cycle.	
MATRICULATION	<ul style="list-style-type: none"> • DEMOGRAPHICS – Now MEETS with Committee recommendation for improvement in data on how students are accessing their key areas of service. No analysis. No data on HS students. Demographics are slightly different from those of College. They were asked for breakdown. No acknowledgment of plan to collect data. No determination between current and new students. Are students using all three areas of matriculation? Are they planning to collect demographic data in these areas? • SAOs – still DNM. Encourage to continue regular collection and evaluation. Increase number of student surveys; only 79 surveyed. Need to constantly revise assessment criteria. Need analysis of assessment. • TRENDS – now MEETS. First bullet needs rewording to “no barriers.” • ACCOMPLISHMENTS – now MEETS. Included plans. • WEAKNESSES/CHALLENGES – now MEETS. Now more thorough. <p><i>Motion by Todd Heibel and seconded by Michael Mayne to move Program standing from conditional to continuation; motion passed unanimously.</i></p>	
MUSIC	<ul style="list-style-type: none"> • DEMOGRAPHICS – now Meets. Analysis now included and reflects self-awareness. • TRENDS – now MEETS. • PREVIOUS DEFICIENCIES – now MEETS. They have a plan now. <p><i>Motion by Joel Lamore and seconded by David Smith to move Program standing from conditional to continuation; motion passed unanimously.</i></p>	

<p>NURSING</p>	<ul style="list-style-type: none"> • SLOs – Now MEETS –Include examples of how discussions have changed/updated SLOs. • PRODUCTIVITY – Now MEETS. They explain why they can't meet 525. • RELEVANCE/CURRENCYARTICULATION – Now Meets <p><i>Motion by Michael Mayne and seconded by Stacy Meyer to move from conditional to continuation; motion passed with one abstention.</i></p>	
<p>PHYSICS/ASTRONOMY/OBSERVATORY</p>	<p><i>Motion by Joel Lamore and seconded by Stacy Meyer to move Program standing from conditional to continuation; motion passed unanimously.</i></p>	
<p>Misc.</p>	<p>There is concern that programs are circumventing the Program Review process by using emergency criteria. There is a need for clear criteria on what constitutes an emergency.</p>	<p>P. Ferri-Milligan and K. Weiss will bring this concern to College Council</p>
<p>Adjournment</p>	<p>The meeting was adjourned 10:35 a.m.</p>	
<p>Next Meeting</p>	<p>Friday, November 18, 2016—9:00-11:00 a.m.—B-118</p>	