

SBVC
Program Review

9/02/16
9:00 a.m. – 11:00 a.m.
B 118

MINUTES

Members:	Laura Cross	X	Stacy Meyer	A	X = Present A = Absent
	Diane Dusick	A	Sandra Moore	A	
	Rochelle Fender	X	David Smith	X	
	Paula Ferri-Milligan	X	Nori Sogomonian	X	
	Christie Gabriel	A	Shalita Tillman	A	
	Todd Heibel	X	Anna Tolstova	X	
	Robert Jenkins	A	Abena Wahab	X	
	Joel Lamore	X	Kathryn Weiss	X	
	Leonard Lopez	X	Steve Sarres, ASG Rep.	X	
	Michael Mayne	X	Maria Khan, ASG	X	
	Kenny Melancon	X	Scott Stark	X	

TOPIC	DISCUSSION	FURTHER ACTION
Approval of 8/19/16 Minutes	Motion to approve minutes of August 19, 2016, made by J. Lamore--seconded by K. Weiss. Passed with 2 abstentions.	
College Council Report	<p>P. Ferri-Milligan reported that College Council approved a Computer Tech classified position for Distance Education, which was #2 on the previous needs assessment list. Also approved were ASL interpreters. The council approved funding for software licenses for DSP&S data storage –this was not on the needs assessment list, but it was approved as an emergency purchase for this year @ \$1,800.</p> <p>College Council will meet over the next month with the consultants for the EMP/FMP and report back to the Program Review Committee.</p>	
Probationary Efficacy Reports	<p>Food & Nutrition, Marketing, Water Supply Technology were rated as probational in last year’s efficacy phase. The committee discussed the consequences of this. If they continue on probation those programs will not be allowed to participate in needs assessment. P. Ferri-Milligan will contact those programs and request that they submit a remediation report by October 15, 2016, if they want the committee to review the program in order to be eligible for needs assessment.</p> <p>As an advisory board, the Program Review Committee needs to notify the president, deans and faculty chairs of of programs that do not submit.</p>	P. Ferri-Milligan will request remediation reports from probationary programs
Needs Assessment Forms	Committee reviewed the revised needs assessment forms. Two corrections were noted.	P. Ferri-Milligan will distribute needs

	<p>Needs assessment forms will be distributed to campus on Tuesday, 9/6.</p> <p>Sept. 5 deadline to submit requests for additional data/research needs to be extended; Paula to work with Christie Gabriel-Millette.</p>	<p>assessment forms to campus.</p>
<p>Ranking Discussion</p>	<p>Old needs assessments forms will be reviewed at 9/16 meeting to set norming guidelines for this year's rankings. Committee discussed what is most important in determining ranking for needs.</p> <ul style="list-style-type: none"> • Functionality. Can't function without it. • Requirements/mandates (Compliance, Title 9, Licenses...) • External trends • Health and/or Safety – annually, requests from maintenance don't necessarily go to Program Review as they are part of on-going repairs and already funded. • Accreditation process • Fill rates (related to faculty needs) • Student success data (related to faculty needs) • Full-time/Part-time faculty ratios • How do we recognize the need for a new program? External trends. • High-priority in the past that has not been funded • Urgency – internal and external factors • Division rankings • Alignment w/college mission • Planning – how does the request match with the department plans? • Clarity of Document – (workshops are offered for writers) <p>Future needs approvals will be based on current lists only; no past lists will be considered.</p>	

<p>Miscellaneous</p>	<p>A list of object codes will be sent out with the needs assessment forms.</p> <p>Efficacy reviews are loaded on Blackboard – conditional and probationary reports/original documents submitted. The committee will review those programs on November 4 as they are due on October 15.</p> <p>If programs were rated as conditional during last year’s efficacy phase, they are still able to submit during needs assessment.</p> <p>Review outlook meetings. Laura to send Outlook invitations to Committee Members for future meetings this fall.</p>	<p>P. Ferri-Milligan will request remediation reports from programs that were placed on conditional status during the last efficacy phase.</p>
<p>Adjournment</p>	<p>Meeting adjourned at 10:00 a.m.</p>	