SBVC **Program Review**		1/19/18 9:00 a.m. – 11:00 a.m. B 118		**MINUTES**	

Members:	Laura Cross	A	Kenny Melancon	X	
	Paula Ferri-Milligan	X	Debbie Orozco	X	
	Christie Gabriel	X	Stacy Meyer	X	X = Present
	Todd Heibel	X	Sandra Moore	X	A = Absent
	Alphonso Hernandez	X	Johnny Roberts	X	
	Timothy Hosford	X	Jennifer Rosales, Student	X	
	Robert Jenkins	X	David Smith	X	
	Carol Jones	X	Mary Smith	A	
	Judith Joshua	X	Nori Sogomonian	X	
	Joel Lamore	X	Anna Tolstova	A	
	Leonard Lopez	A	Abena Wahab	A	
	Michael Mayne	X	Patti Wall	X	
			Kathryn Weiss	X	

TOPIC	DISCUSSION	FURTHER ACTION
Approval of Minutes—November 17, 2017 & December 8, 2017	November 17, 2017 Minutes—Motion to approve—1st J. Lamore and seconded by K. Melancon. Motion passed with one obstention. December 8, 2017 Minutes—correction of comma error in next meeting date. 1st J. Lamore motioned to approve with correction and seconded by C. Jones. Motion passed.	
Review of Revised Efficacy Forms	Revised efficacy forms, which reflected current Stratgic Initiatives, were reviewed by the committee. Forms will be distributed to campus on January 31—17 programs being evaluated. New Exceeds Category: Shows department is going above and beyond. Extra—beyond EMP. Analysis—accurate, clear, comprehensive data--understandable and useful and linked to planning--supplemental presentation of plan that area is prepared and placed for growth, current demand. Revisions to Student Services Form: Part I: P. Ferri-Milligan will load the demographic information for each program. J. Lamore noted that "exceeds" should always require a plan—demonstrate a need for increased resources. J. Lamore suggested that "pattern of service" needs to be extended—"Program has done an excellent job." Part II: Rubrics—M. Mayne--categories reiterate the meets on the previous category. S. Meyers—show	P. Ferri-Milligan will revise efficacy forms

	results (what they have already achieved). K. Weiss—they met goal and now here is a new one. J. Lamore—justify more resources (they have succeeded and how they plan to expand). SLOs—demonstrated that they are fully implemented and program has made appropriate adjustments—integrated in every semester would show they exceed. Part III: Leave plan question in—add communication question. Rubric—exceeds is redundant—leave first sentence off—"program meets" bold and caps. J. Lamore suggested that communication should be separate from culture and climate. Exceeds should show plan for extending or enhancing communication. Part IV: Exceeds—professional development happening in department and is positioning it for growth—sharing information from professional growth with college community. Added: Discuss how these professional development activities impacted, improved, expanded your program. Part V: For exceeds—"In addition to meets…"—program incorporates weaknesses and challenges for expansion. Needs revision—growth may be misleading in exceed category. Adminsitrative Services Form: Do not have PLOs. P. Ferri-Milligan will revise according to comments made on Student Services form. Instruction Form: P. Ferri-Milligan will make appropriate changes to the forms according to the comments made on Student Services form. Part II: Do not provide SLO full three-year summaries into the document—department needs to demonstrate that it has evaluated SLOs. Part IV: Add titles and email with contacts—make change on Student Services and Administratve Services forms.	
Meeting Schedule	The committee reviewed the semester's calendar. P. Ferri-Milligan will assign members to efficacy teams since there are a number of new members who have not gone through the process—will be paired with	P. Ferri-Milligan will assign efficacy teams

	experienced members.	
4-Year Rotation	Financial Aid is up for full review—delayed. Bookstore—changing ina a few months—move to spring 2019.	Page 3 of 3
Emerging Needs Request— Grant Request for Student Health Services	Suggestions—add program document to proposal. Address who is working on the grant. Draft of grant or executive summary should accompany request. J. Lamore moved to approve. Seconded by M. Mayne. Motion passed.	
Next Meeting	Friday, February 23, 2018, 9-11 a.m. in B-118	
Adjournment	Meeting adjourned at 10:501 a.m.	