

SBVC

Program Review

10/6/17
9:00 a.m. – 11:00 a.m.
B 118

MINUTES

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

TOPIC	DISCUSSION	FURTHER ACTION
Approval of Minutes-- September 1, 2017	J. Lamore moved to approve the minutes of September 1, 2017. D. Smith seconded. Motion unanimously approved.	
Review of Probationary Reports	<p>Business Administration – COST of Program - Areas of concern</p> <ul style="list-style-type: none"> • Drop in enrollment/productivity, seems to contradict statements of demand for program and requests for increases. • Most data was national, not local. Need to address local data more than national next time. • Question on numbers comparisons reflecting too high (Degrees/Awards/Certificates – numbers off and too high; data misinterpreted.) Cite the discrepancy and note in reply. <p>Rationale for continuation – meets institutional standards. Motion for continuation – T. Heibel – K. Melancon 2nd. Approved 14, 0 opposed ,2 abstentions.</p> <p>Marketing and Public Relations – First submission of document for review</p> <p>Small group reviewed the document and full committee reviewed and voted. Small group members: T. Heibel, K. Weiss, and D. Smith.</p> <p>Overall Recommendation: For its first Efficacy report, the department has submitted a strong document. The department is reminded that it must</p>	P. Ferri-Milligan will send results of probationary review to the department/division.

	<p>follow the Program Review timelines going forward. The program indicates significant staffing shortages and budget challenges, but has made effective use of campus resources, including student interns and professional experts. The department is commended on progress made in marketing efforts. SAOs must be identified and measured in an ongoing manner.</p> <p>Motion for continuation: M. Mayne – J. Lamore 2nd. 15 Approved and 2 abstentions.</p> <p>Motion to keep Marketing and Public Relations on its current reporting cycle - will need to submit an efficacy report. M. Mayne motions, 2nd J. Lamore, approved 17.</p>	
Sub-Committee on Grants and Emergent Requests	<p>Sub-Committee Members: J. Lamore, N. Sogomonian, D.Smith, and P. Ferri-Milligan. Request for full Committee to please review findings for needs outside of needs assessment phase. P. Ferri-Milligan summarized and needs to bring before the Academic Senate. Concern that some needs are termed “emergent” to by-pass Program Review process. Changes were made to the draftPaula will finalize and bring back to the Committee for approval. What is the difference between “emergent” and “emergency” – tie to safety.</p>	<p>P. Ferri-Milligan will revise process sheet and bring to Academic Senate for review. She will also develop the forms for the PR Committee to review and approve.</p>
Committee Charge	<p>The committee reviewed its charge and discussed whether certain people should be added to committee membership – grants writer, students not necessarily from Student Government. Adding grant writer would not be a change due to “at least.”</p>	
Workshop (9:30 to 11:00 a.m.)	<p>The committee worked with individuals who wanted assistance with their needs assessment documents.</p>	
Next Meeting	<p>Friday, October 20, 2017, 9-11 a.m. in B-118</p>	
Adjournment	<p>Meeting adjourned at 10:55 a.m.</p>	