

SBVC Program Review

12/8/17
9:00 a.m. – 11:00 a.m.
B 118

MINUTES

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

TOPIC	DISCUSSION	FURTHER ACTION
Efficacy Forms	Paula will update program efficacy forms over the break. Meet early spring to review forms with committee and then distribute forms to campus end of January.	P. Ferri-Milligan will revise efficacy forms for review by committee.
Tentative Schedule for Spring	Feb. 23 would be first Workshop – not a Friday – committee willing efficacy workshop after three weeks of document prep by programs. They submit efficacy and conditional reports due same time, noon, March 19. To be posted by March 21. Sign-up sheet for committee split-up of programs for review. 3/21 – 3/30, members get documents for review. Then teams submit their reports thereafter. Three efficacy reports per person. 18 full reports and 4 CTEs. Then committee meeting for review 4/6. Second batch to be reviewed. Another meeting for CTE 2 year reports and conditional reports. Any changes to the proposed schedule? None. Schedule approved. Student Services staff to be invited to meet with Program Review Committee Members to work on tailoring forms to SS.	
Informational Items	Kay presented program review 4-year rotation schedule to College Council for review. Needs Assessment Draft document was presented to Academic Senate with note that it's still open for revisions. Same categories as last year. Classified/Faculty/Budget. Technology and Facilities formats left as submitted. Will be sent out next week. If you find additional corrections needed, please advise Paula. Will be sent out with 4-year rotation.	

Emerging Needs Requests	Review of <i>Emerging Needs Requests Outside of the Needs Assessment Cycle</i> form. The form has been presented to Academic Senate. How will it be rolled out in Spring 2018? Committee to review process. Does this process address emergency needs? Directions will be clear that Programs must use Emerging Needs Assessment forms. These requests go to College Council who should pre-screen that requests have been processed through Program Review first. Goal is that these requests would also be included in Programs' regular request documents; this process is to address needs that arise out of review cycle. Program to be announced to all managers at Shared Governance Committees, department chairs, full-time faculty and classified staff. Approval signatures will be required on forms by Supervisors/Division Deans. Concern that program will be misused to submit needs that were "forgotten" or superfluous. Create screening criteria for applicants to use to determine if their need is truly emergent. As needs are presented and if they are more than two weeks before a schedule Program Review Committee Meeting, sub-committees will be formed.	
Next Meeting	Friday, January 19 , 9-11 a.m. in B-118	
Adjournment	Meeting adjourned at 10:06 a.m.	