

SBVC Program Review

3/30/18
9:00 a.m. – 11:00 a.m.
B 118

MINUTES

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

TOPIC	DISCUSSION	FURTHER ACTION
Efficacy Evaluation	Paula reviewed the timeline for team-report review and offered more time, which committee accepted; The next group of team reports are now to be submitted April 13, 2018. Conditional and Probation Reports will be done as a Committee. Former teams, please review your recommendations and be prepared with reasons for recommendations to Committee; give reasons for Does-Not-Meet responses so departments will know what they need to do.	
Efficacy Teams--Participation	When individuals do not participate on their teams, how should they be held accountable? Take their name off the report. Would it be appropriate for co-chairs to send email and copy dean to non-responding member? Yes. Co-chairs send them email reminding them of their responsibility – part of their contract and consequences for non-participation – then notify dean with copy to member and include that it could possibly be cited on evaluation. Paula offered to serve as third person on committees that have a non-participatory member if committee requests.	K. Weiss and P. Ferri-Milligan will send emails regarding non-participating team members
College Council Report	They met on March 28, 2018. Patty Quach brought request to fund a tutorial coordinator faculty position using funds currently in budget for tutorial center. This position was ranked #3 by Program Review. #1 was Pharmacy Tech, accreditation issue., #2 was ENGL, #3 was Tutorial Center Coordinator. College Council voted to approve it. Paula's concern is that funding is not permanent; past several years of funding has been from District. Clarification needed, and rationale should be requested. Need to follow Program Review ranking. Position is growth position and is not currently there, and they are by-passing Program Review policy. Ask Scott Start for rationale for by-passing Program Review. Program Review is advisory to President – because money is not there permanently – need clarification on funding. And there has been no discussion about faculty or classified growth positions. If on-going funds, can we be assured that they are on-going? Paula to get funding clarification. If permanent funding, then Paula will report so to Committee.	P. Ferri-Milligan clarify Student Success Center faculty position funding
Efficacy Reviews	Cal-Works did not submit an efficacy report. What does Committee recommend? Motion to recommend Probation by Michael Mayne; second by David Smith. Passed unanimously with no abstentions.	P. Ferri-Milligan will send email to FA and research

	<p>They will not be able to participate in Needs Assessment in fall 2018.</p> <p>Financial Aid did not submit a document; they are currently on probation. They were on probation twice before for unsatisfactory reports. This Committee will issue a letter to them with a copy to the VPSS and President; letter to include reminder that this could be an accreditation issue. They are still on probation.</p> <p>Paula included all attachments sent by departments, even if they came in after the noon deadline that day. Departments to be notified that all information should be embedded in document; no attachments. Putting it in the document makes for relevant information.</p> <p>Campus Business Office timeline is such that they will report next year, not this year as noted.</p> <p>Nutrition dropped off the list; previously a part of Family and consumer Sciences. Paula to research.</p> <p>Academic Advancement – Christie Gabriel and Joel Lamore Team Recommendation: Overall Conditional; document was minimal. Does not meet (DNM): SLOs - some courses are not in SLO Cloud; not being reported and assessed. DNM: Facilities: only 3 sentences. No recognition for growth support. Not following rubric instructions. (ACAD 001.) DNM: Previous, planning. Committee Recommendation: Motion to accept Team Recommendation of Conditional by Carol Jones; second by Todd Heibel. Passed unanimously, no abstentions.</p> <p>Admissions & Records – Carol Jones, Sandra Moore and Paula Ferri-Milligan Team Recommendation: Discussion between Conditional and Probation related to SAO issue. New EMP was not included. DNM – Pattern of Service was satisfactory; demographics was problem – no current data for service. Didn't use campus demographics – used graduation demographics. Committee recommended using campus demographics, but they didn't address that. They don't have a system of assessing the people who use their services. They need to be advised to use relevant/correct data. They need to provide plan to track future data. DNM? Service area outcomes – Survey and SAO report. This was an issue four years ago and they are making plans to work with Research and Planning on surveys and data collection beginning FA18. Recommend regular cycle of data collection and analysis. Committee Recommendation: Motion to accept Team Recommendation of Conditional by Michael Mayne; second by Joel Lamore. Passed unanimously with no abstentions.</p> <p>Child Development Center – Nori Sogomonian, Michael Mayne and Robert Jenkins (Team, please use Student Services Form for your report.) Team Recommendation: Overall, Continuation DNM: Part III – Culture Climate seemed minimal in details. Not</p>	<p>Nutrition</p>
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	<p>using College website to disseminate information; not acceptable. Questions about how they're communicating their program. Advise them to make use of College website, and site how they receive student referrals. How do we cite lack of EMP? They said they didn't get any data. CDC needs to collect data; had discussed with Research and Planning, and measures to show productivity. Committee recommendation for DNM on this section.</p> <p>DNM: Facilities - Under currency, they report n/a. They should have reviewed and they did not.</p> <p>Team Recommendation after discussion: Conditional. Joel Lamore moved to recommend Conditional Christie 2nd – in favor, 10; opposed 4; abstentions – 2. Conditional</p> <p>Criminal Justice, Police and Sheriff – Kay Weiss, Todd Heibel, Johnny Roberts, Alfonso Hernandez</p> <p>Team Recommendation: Overall, Continuation Bright spots include high productivity, positive growth and professional development. They have addressed their own short-comings. Recommendation from Committee in area of PLO assessment – most of their PLOs are not assessable and need to be re-written. Recommend re-assess PLOs and tie to actual things that can be assessed. SLOs were not good either at 100%, and that seems unrealistic. One grammatical correction.</p> <p>DNM – none. Team Recommendation: Continuation. Michael Mayne moved to recommend Continuation; second by Anna Tolstova. Passed unanimously; no abstentions.</p> <p>EOP&S – Anna Tolstova, Patti Wall, Stacy Meyer</p> <p>Team Recommendation: Overall, Conditional DNM – SAO discussion not included in the form. Data not included. Address recent drop in graduation rate. Provide data. Secondary problem, did not provide 3-year report.</p> <p>DNM: Previous DNM Categories were not included - Changed to Meets.</p> <p>Team Recommendation after discussion: Continuation. Motion to accept Recommendation of Continuation by Todd Heibel; second by Michael Mayne. Passed unanimously with one abstention.</p> <p>Programs to be advised that they must use current EMPs.</p> <p>Committees, please send revised documents to Paula as soon as possible.</p> <p>Team Reports for next meeting due April 13; 10 reports to review.</p>	
Next Meeting	Friday, April 20, 2018 9-11 a.m. in B-118	
Adjournment	Meeting adjourned at 10:40 a.m.	