

SBVC Program Review

02/22/2019
9:00 a.m. – 9:30 a.m.
NH-222

MINUTES

Members:	Daniel Algattas	A	Michael Mayne	A	X = Present A = Absent
	Keynasia Buffong	A	Kenny Melancon	A	
	Raymond Carlos	A	Botra Moeung	A	
	Laura Cross	X	Sandra Moore	X	
	Paula Ferri-Milligan	X	Krista Ornelas-Mora	X	
	Christie Gabriel	A	Girija Raghavan	X	
	Todd Heibel	X	Jose Recinos	X	
	Tim Hosford	X	Johnny Roberts	X	
	Robert Jenkins	X	David Smith	X	
	Wallace Johnson	X	Anna Tolstova	X	
	Carol Jones	X	Abena Wahab	X	
	Edward Jones	X	Kevin Williams	A	
	Melissa King	X	Kay Dee Yarbrough	X	
	Joel Lamore	X			

TOPIC	DISCUSSION	FURTHER ACTION
Approval of the Minutes of January 18, 2019	The Committee reviewed the Minutes of January 18, 2019. Wallace Johnson motioned to approve the Minutes of the meetings of January 18, 2019; Anna Tolstova seconded the motion. The motion passed unanimously.	
Announcements – Paula Ferri-Milligan	Accreditation – the first standard only is posted on Program Review Website for Committee review. The Program Review Needs Prioritization List from fall 2018 was publicized to the Campus.	
Review of Accreditation Document	<p>The Committee was charged with reviewing the Accreditation Standards and creating a document identifying the tasks we perform that meet the Standards; Paula Ferri-Milligan presented a draft of Standard I to the Committee for review and will send out the completed document next Monday or Tuesday.</p> <p>In the past, Accreditation Committee has submitted documents of more than 750+ pages and was asked to trim the submission to 150 pages.</p> <ul style="list-style-type: none"> • Evidence will remain included. • Links which greatly increased the document size have been removed • A more brief yet comprehensive explanation of evaluation has replaced the analysis • This is just one of six Standards; Paula Ferri-Milligan will complete the remaining five this weekend. 	<p>Committee:</p> <p>Please review the document next week and send suggestions to Paula Ferri-Milligan.</p>

Discussion of Curriculum Requirements for Efficacy Reports	<p>Because Curriculum is one of the most important aspects of Instruction, program curriculum must be up to date and not merely launched, which does not meet requirements. Further, any suggestions from the Curriculum Committee that have not been implemented leave the curriculum incomplete.</p> <p>As a timestamp, Board dates determine when curriculum is launched and completed/up-to-date.</p> <p>Questions:</p> <ul style="list-style-type: none"> • Will this Committee consider work-in-progress a mitigating factor or does that indicate a does-not-meet? • Do Review Teams have access to curriculum status during document review? <p>Kay Dee Yarbrough demonstrated how to check the CurricUNET website for curriculum status. It was observed that some curriculum hasn't moved since launch in 2015, and some programs launch by the annual October 1 deadline to meet Curriculum guidelines but do not return to complete the updates. In the past, this Committee has placed programs with out-of-date curriculum on probation, which hinders participation in fall needs assessment, unless addressed.</p> <p>The current Program Review document language for out-of-date curriculum specifies "not launched;" this language will be tightened in future efficacy documents to specify that curriculum that has been launched and not yet complete will not meet the requirement of up-to-date.</p> <p>Proposals for new curriculum move through the process within a month or two and are then verified complete after Board approval.</p>	Agendize need for change in efficacy document language re: what constitutes up-to-date curriculum to specify that which has completed the process through board approval.
Added Agenda Item: Bookstore and other out-sourced programs.	<p>The College Bookstore is due for evaluation yet, now that it is out-sourced to Follett, it may not be required in the contract. This Committee needs policy to address standard of productivity with out-sourced programs. Follett presented benchmarks they would use to measure success to the Academic Senate, yet there is no clear process to measure meeting benchmarks.</p> <p>It was suggested that the Committee review the actual contract and not the request-for-proposal with respect to meeting the campus needs.</p>	<p>Paula Ferri-Milligan will invite Scott Stark to address the Committee on out-sourced programs.</p> <p>Research whether or not the Follett Contract is a public document.</p>
Adjournment	The meeting was adjourned at 9:31 a.m.	
Next Meeting	Friday, March 1, 2019, is the next meeting.	