

# SBVC Program Review

**01/18/2019**  
**MINUTES**  
**9:00 a.m. – 11:00 a.m.**  
**B 204**

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

TOPIC	DISCUSSION	FURTHER ACTION
Approval of the Minutes of December 7, 2018.	Revised minutes were presented to the Committee for review. Anna Tolstova motioned to approve the Minutes of the meeting of December 7, 2018; Joel Lamore seconded the motion. The motion passed unanimously.	
Announcements	<p>This is Wally Johnson's first meeting with us as the VPI Designee.</p> <p>Joel Lamore is currently updating our Committee website with links and other functions for document writers' use.</p>	
Final Review of Efficacy Forms	<p>P. Ferri-Milligan presented form revisions to Committee for review; Committee made additional revisions. Revisions will be made to three of the forms.</p> <p>All forms will be in WORD.</p>	P. Ferri-Milligan will distribute forms next week
Efficacy Team List	<p>Committee was asked to review Responsibility Center personnel on lists to verify accuracy; some updates were made. P. Ferri-Milligan will email absentees with their team assignments.</p> <p>Committee members, please verify the teams you're on; each team has a "lead," but they are not necessarily responsible for writing the report but are responsible for submitting team report to committee co-chairs. New Committee members were generally assigned to only two teams. 23 Efficacy</p>	P. Ferri-Milligan will include team members on emails to efficacy writers

	<p>Reports and 11 CTE reports are being reviewed. Some teams work online, some in person. No members should be on teams for their own areas. When efficacy reports are sent out to programs, team-member list is included. Let P. Ferri-Milligan know of any concerns with assignments.</p> <p>J. Lamore reported that most veteran members of the committee are on four teams. P. Ferri-Milligan addressed the need for multiple reports considering the number of efficacy reports that are required this year.</p> <p>CTE Reports: Food and Nutrition completed FA18. 11 reports to complete.</p> <p>Conditional: CalWORKS &amp; FA did not turn in reports. They're on probation. Clean-up from SP18: some conditional did not pass and are still conditional.</p> <p>Inspections and Tech has 2-yr. review now. They were on conditional for full-efficacy, so what do they turn in now? Just 2-year review or full review? Committee recommended full-review. Two-year reviews are in-house and do not go to State. Alternative would be allowing 2-year with addendum to address deficiencies. But there are areas in 4-year that are not covered by 2-year. Do full four-year to cover everything. P. Ferri-Milligan will send Committee comments. Motion to have Inspection Technology and Real Estate complete an addendum to their four-year and additional two-year. A. Tolstova 1<sup>st</sup> K. Melancon second. Motion passed unanimously.</p> <p>Do not need Architecture and Pharmacy Technology to complete 2-year review. Each will do a full-review.</p> <p>Conditional programs receive forms with their their does not meet categories to address.</p>	
Accreditation	<p>P. Ferri-Milligan posted all templates for Committee members. Format to be bullet-points. Need evidence to support various standards for Accreditation Team.</p> <p>A sub-committee was formed to address these standards. J. Lamore, P. Ferri-Milligan, D. Humble, W. Johnson, and B. Melancon volunteered for the sub-committee.</p>	P. Ferri-Milligan to schedule sub-committee meeting
Website	<i>Institutional Program Review Annual Report</i> is posted.	J. Lamore and P. Ferri-Milligan will continue to work on the website updates

	P. Ferri-Milligan reviewed links with Committee. Suggestions? Please submit to J. Lamore or P. Ferri-Milligan. Committee member list will be updated.	
Prioritization Discussion	<p>Brought the issue of disseminating needs prioritization to College Council last year. List was not disseminated college-wide. List needs to be transparent as culmination of program review process. What does Committee want to do? Bring up again during needs assessment. Council wants us to take it back to constituents the list of the council's final recommendations. Our Needs Assessment results are published, but the funding is not published.</p> <p>We can take the issue to Academic Senate. Accreditation Committee should also be made aware of the issue if the list is not disseminated college wide since it would be left out of information stream and doesn't meet accreditation standard. P. Ferri-Milligan will reiterate to College Council that it's an accreditation issue and that it needs to be a published list.</p>	P. Ferri-Milligan to bring committee concerns to College Council
Other Business	Dina Humble introduced herself to the Committee. She expressed that we need to see if what we funded made a difference in student success and institutional betterment.	.
Adjournment	The meeting was adjourned at 9:53 a.m.	
Next Meeting	Friday, February 22, 2019, in North Hall 222.	

