

SBVC
Program Review

03/01/2019
9:00 a.m. – 9:30 a.m.
B-204

MINUTES

Members:	Daniel Algattas	X	Michael Mayne	X	X = Present A = Absent
	Keynasia Buffong	A	Kenny Melancon	X	
	Raymond Carlos	A	Botra Moeung	A	
	Laura Cross	X	Sandra Moore	X	
	Paula Ferri-Milligan	X	Krista Ornelas-Mora	A	
	Christie Gabriel	A	Girija Raghavan	X	
	Todd Heibel	X	Jose Recinos	A	
	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	A	Kevin Williams	A	
	Melissa King	A	Kay Dee Yarbrough	A	
	Joel Lamore	X			

TOPIC	DISCUSSION	FURTHER ACTION
Approval of the Minutes of February 22, 2019	The Committee reviewed the Minutes of February 22, 2019, and observed a spelling error, which Paula Ferri-Milligan will correct. Anna Tolstova motioned to approve the Minutes of the meeting of February 22, 2019, with the spelling correction; Carol Jones seconded the motion. The motion passed unanimously.	
Announcements – Paula Ferri-Milligan	Keeping chart up to date with four-year rotation; Diesel will be changing title to HMDT; Refrigeration will be changed to HVAC/R.	
Accreditation	<p>Perhaps develop a survey after a complete cycle for user feedback.</p> <p>Joel Lamore on Standard III – substantive change in analysis and evaluation human resources – before first paragraph, missing paragraphs to link HR before boiler plate. Refer to paragraphs used in Facilities.</p> <p>Physical Education is now the Health/Kinesiology department and is separate from Athletics. Some programs are within other programs, i.e. Honors, so we need to figure process for placing programs/departments on the rotation. Currently, Deans and VPs make that decision.</p> <p>Lengthy discussion on Statistical Analysis – Carol Jones requested statistics wording for significant changes in previous 5 years. What constitutes a significant change? Do we want to ask for clarification? 5%? Depends on size of program. More important is how programs address changes. Less than 5% is not significant. Have them site deviation over last 5 years? For</p>	Seek guidance from Christie Gabriel Millette

	<p>those that would like to request data, how do they frame request for data? 5% is huge for some and insignificant for others. Committee consensus that this should be a per-department request? What is norm to look at with % to be addressed? People who are writing and reading may not understand math behind statistics. Encumbant on dept. to explain what is happening with factor of standard deviation. Get Christie Gabriel's opinion – she had said column can be added easily, just extra macro. Joel Lamore not sure we want that in but make it available to those who may want it. Success, retention, demographics...need to have general discussion on standard deviation before we do needs assessment. Kenny Melancon said programs should explain deviations, why and how they plan to address. The issue is not should you address but standard for when you should address it. Some addressed 5%, but didn't explain 15%. Not consensus here about what to address. Make statement that difference is more than 5% over previous year or from college average or 3%? Looking for you to address at what percentage? Kenny Melancon said all in EMP but many don't address in EMP. Discussion ended in deference to programs showing up for workshop</p>	
Efficacy	<p>Chart is revised and uploaded to site.</p> <p>Efficacy reports are due from programs by noon on March 18 with no exceptions.</p> <p>Paula Ferri-Milligan sought to evenly divide up all programs being reviewed over the remainig three meetings.</p> <p>Nobody is lead on conditional or probational reports, so we will have group discussions on those.</p>	<p>Paula Ferri-Milligan to post Efficacy Documents March 19, if possible, as well as team forms.</p> <p>Committee: If you have questions when reviewing reports, ask fellow-teammates.</p> <p>First person named on team lists is responsible for initiating meetings, which may be held online or in person; in-person is recommended.</p> <p>Paula Ferri-Milligan will send reminder to team-leaders.</p>
Adjournment	The meeting was adjourned at 9:34 a.m.	
Next Meeting	Friday, April 5, 2019, is the next meeting.	