

SBVC College Council MINUTES September 10, 2014

Gloria Fisher, SBVC Interim President, Chair
 Jeremiah Gilbert, Academic Senate President, Co-Chair
 Brandon Brown *A*
 Marco Cota
 Colleen Gamboa *A*
 Rania Hamdy *A*
 Leticia Hector
 Rick Hrdlicka

Celia Huston
 Haragewen Kinde
 Sheri Lillard
 Ricky Shabazz *A*
 James Smith
 Scott Stark
 Cassandra Thomas *T*

 Algie Au for Jeremiah Gilbert

TOPIC	DISCUSSION and ACTION
Approval of August 27, 2014 minutes	<p>Dr. Fisher entertained a motion to approve the August 27th meeting minutes, Rick moved, Leticia second, and the group voted as follows:</p> <p>AYES: Fisher, Cota, Hector, Hrdlicka, Huston, Kinde, Lillard, Smith, Stark, NOES: None ABSENT: Brown, Gamboa, Hamdy, Shabazz TARDY: Thomas ABSTENTIONS: Au</p>
Review of Mission and Vision Statement – G. Fisher	<p>The group reviewed and discussed the current mission and vision statement and Dr. Huston reviewed the process for changing the mission with the group.</p> <p>Scott motioned to reaffirm the mission and vision statement as is, Rick second the motion and the group voted as follows:</p> <p>AYES: Fisher, Cota, Hector, Hrdlicka, Huston, Kinde, Lillard, Smith, Stark, Thomas NOES: None ABSENT: Brown, Gamboa, Hamdy, Shabazz ABSTENTIONS: Au</p>
Budget/"on-hold" position status – G. Fisher	<p>Dr. Fisher informed the group that she would hold an open forum on September 18, 2014 to discuss faculty and classified positions, provide a PowerPoint to lay out all the positions and budget pieces that tie together, and discuss where we currently are, where we want to be, and the strategy to fund the needs. She encouraged everyone to attend the open forum to participate in the discussion.</p> <p>Dr. Fisher handed out the <i>Academic Faculty List</i> and reviewed the list with the group. She outlined and discussed hiring full time permanent tenure track positions, one semester contracts, recommendations for filling positions, and prioritizing needs. She requested the group take the information to constituencies and bring any recommendations to the next meeting. She hopes to have the information compiled for District by mid-October.</p>

AP/BP 4040 Update – C. Huston	Dr. Huston handed out the completed AP 4040 as discussed at the 8/27/14 meeting. She will send the electronic copy to Stacy for inclusion in the comment form provided by the Chancellors office and Stacy will send both documents out to the council for review and approval from constituents groups. Once all approvals have been received the document will be reviewed and approved by this group to move forward to the Chancellors Office by the October District Assembly meeting.
Accreditation Update – H. Kinde	<p>Dr. Kinde updated the group on the meeting schedule for Accreditation Team interviews, materials available for the team, updates on pending items for the accreditation document, and mock interviews.</p> <p>Dr. Huston reviewed the <i>Progress on Actionable Planning Agenda</i> document with the group. She requested feedback from the constituent groups be sent to her via email.</p> <p>Dr. Huston reported the findings of the Institution Set Standards (ISS) for 1.B.3 on certificates awarded. The finding showed that certificates awarded met the standard (attached).</p>
Locking Classroom Doors - R. Hrdlicka	Rick brought his concerns to the groups with regard to faculty locking the classroom doors after they have finished teaching to prevent theft of equipment within the classrooms. Discussion among the group ensued with regard to current key policies in place and how it could be approved upon. Dr. Fisher will engage in conversation with Scott and the chief of police to gather information on what is currently in place and bring back to this group for discussion.
Surveys – J. Smith/C. Huston: <ul style="list-style-type: none"> • Campus Climate • Committee Evaluation 	Dr. Smith and Dr. Huston reported on the Campus Climate Survey and Committee Evaluation Survey. They reported the number of responses collected from each survey, data findings, and reviewed the evaluation tables with the group (see attached handouts).
Strategic Planning – J. Smith	See Accreditation update.
Student Equity Plan – J. Smith	Dr. Smith reported that the Student Equity Plan will be ready for review at the next meeting.
Committee Reports	<p>Sheri shared the Program Review schedule for fall.</p> <p>Dr. Smith reported that all EMP's have gone out.</p> <p>Rick reported that the mobile application is out and ready for use.</p>
OTHER:	

ACADEMIC FACULTY LIST

During Opening Day Statement, I announced the following statistics regarding positions on our campus below:

29 Positions on hold

19 Positions were removed from hold

10 Positions remain on hold

Faculty Positions

10 Positions filled

4 Positions not filled

See breakdown below:

- * 1 Aeronautics - Semester Contract *
- **1 Biology** – Not Filled
- * 1 Chemistry - Semester Contract
- * 2 English – Semester Contract
- * 1 Kinesiology – Semester Contract
- * 4 Nursing
 - **2 Nursing** – Not Filled
- * 1 Physics – Semester Contract
- **1 Real Estate** – Not Filled *one semester*

*Proposed Full Time Permanent Tenure Track Position

AP 4040 LIBRARY AND OTHER INSTRUCTIONAL SUPPORT SERVICES

MISSION

Libraries in the San Bernardino Community College District provide instruction, information resources, and services to support and supplement the instructional programs and mission statement of the District. Additionally, the colleges support professional, personal, intellectual and cultural development and learning for students, faculty, and staff of the college communities served.

As part of the District's Instructional and Student Support Services, the library shall support student learning by providing instruction in critical thinking, information literacy, and educational technology.

In support of this mission, it is the responsibility of faculty librarians to ensure that the libraries provide a wide range of learning resources, at varying levels of difficulty, with diversity of appeal and the presentation of differing points of view, in order to meet the needs for educational development the college community including students, staff, and instructors.

The District supports the Standards and the Association of College & Research Libraries (ACRL) and the American Library Association's (ALA) Library Bill of Rights, and operates in accordance with the Education Code, Sections 78100, 78101, 78103 and Title 5, Section 51023.

ETHICAL AND PROFESSIONAL CONSIDERATIONS FOR ACQUISITIONS AND COLLECTION MANAGEMENT

STATEMENT OF ETHICS

Overarching acquisition guidelines are based on the following tenets from the American Library Association's *Library Bill of Rights*:

- Books and other library resources should be for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas

COLLECTION MANAGEMENT

Collection management is required by the standards of the Accrediting Commission of California Junior and Community Colleges (ACCJC), a branch of the Western Association for Schools and Colleges (WASC) Accreditation Commission. These standards are the means by which the Library is tasked to provide an organized collection of print and non-print resources that will meet institutional, curricular research, and instructional requirements, as well as supporting the development of the lifelong habit of reading.

Under the supervision of the appropriate administrator, faculty librarians will utilize their collection management training and skills to ensure that the cultural and personal enrichment needs of the college

Comment [Cjh1]: Instructional Support Services vary on each campus, Instructional Support Services may need their own AP, or a generic statement within this AP stating that Instructional Support Services are determined locally

Comment [Cjh2]: Text added per CHC Comments on p. 2

Comment [Cjh3]: Addresses CHC concerns on p. 4

Comment [Cjh4]: Per CHC Comments on p. 1 Reference to Civil Code 1798.90 removed, includes 78103 which is mention by CHC on p. 4.

Comment [Cjh5]: Addresses CHC concerns on pp. 4&5

community are met through the development and maintenance of library collections which best fulfill the above-stated requirements.

Broad objectives for selection of educational materials include:

- To provide materials that enrich and support the curriculum
- To provide materials that will stimulate growth in factual knowledge
- To provide a background of broad-based information resources to empower students to make informed judgments in their daily lives
- To provide materials representative of the diversity of the District, and
- To place library ethics above personal opinion and prejudice in the selection of materials.

As a measure of adequacy the library shall review its collection against the recommended lists of materials for community college libraries, professional journals in all disciplines taught at the college, and current bibliographic publications, and assess, supplement, or withdraw materials from all areas as needed.

CHALLENGES TO MATERIALS

On occasion, a patron may question or challenge the suitability of an item or items found in the collection. On these occasions, the complainant will be reminded that it is the obligation of academic libraries to promote intellectual freedom. As such entities, district libraries will provide materials that promote free, open, and educational discussion of sometimes-controversial matters in order to prepare students to make informed decisions about challenges in their daily lives. It is the sole responsibility of the librarians and library administration to make final decisions concerning inclusion and exclusion of materials in the libraries' collections.

CIRCULATION SERVICES

STUDENTS: Currently-enrolled SBCCD students have free access to library materials and services both on campus and online during posted hours. Students utilizing library materials or services will be held responsible for them and overdue fines/replacement costs will apply. At each time of checkout, students must provide to staff their student identification number and a current photo I.D. for protection against identity theft. Certain library material and items must be used in the college library only.

DISTRICT EMPLOYEES: Currently-employed District employees may borrow materials from the circulating collections of the libraries. Standard loan periods and fines may apply. Library services are cancelled upon termination of employment.

COMMUNITY MEMBERS and ALUMNI ASSOCIATION MEMBERS: All are welcome to use the library facility, circulating books, and reference materials while in the building. Upon proof of residence in a college's service area and the verification of a valid email address, individuals over the age of 18 may borrow a limited number of items as defined locally by each campus, from the general circulating collection. An activation fee may apply and vary by location. Community and Alumni Association members are prohibited from use of the Library Computer Lab and may not check out Reserve and Textbook Bank materials, student computers, nor obtain remote access to databases, as these materials and services are reserved for the exclusive use of the colleges' students.

LIBRARY FINES

Loan periods for library materials vary by item type. Notification of overdue materials will be sent via email, and it is the responsibility of every borrower to monitor the loan period of the materials s/he borrows. The following fines apply to borrowed materials not returned for any reason:

- **General Circulating Collection:** 10¢ per item, per day, accumulating to a \$5.00 maximum per item borrowed.

- ♦ **Replacement Cost for General Collection Materials:** A minimum charge of \$40.00 per title, or the cost incurred to replace the title, will be assessed, whichever is greater. If an item is overdue for more than three weeks, it will be considered lost, and a non-refundable clerical fee of \$2.00 per item will be charged in addition to the minimum charge as detailed above. If an item is returned in damaged condition such as to render it unusable by other students (as determined by the Library Circulation Supervisor or by the Library Administration), the same fees shall apply for replacement.
- **Reserve Materials:** 25¢ per item, per hour, accumulating to a maximum of \$10.00 per item borrowed.
- **Textbook Bank Materials:** 25¢ per item, per hour, accumulating to a maximum of \$10.00 per item borrowed.
 - ♦ **Replacement Cost for Reserve and Textbook Bank Materials:** If lost, the replacement textbook copy charge will be the amount incurred by the library to replace the item, plus the overdue fine.

SBVC and CHC STUDENT PRINTING SERVICES (*from AP 5030 Library Fees)

Students at CHC and SBVC are provided printing and copy services for a fee.

Comment [Cjh6]: Text added from CHC & SBVC Campus Technology Services comments on p. 2 & 3

At the discretion of the department offering courses these fees may be waived, for classroom assignments, during scheduled class hours only.

Fees for utilizing these services are as follows:

- Photocopiers: ten cents (10¢) per page
- Laser printout from computers (black & white): fifteen cents (15¢) per page
- Laser printout from computers (color, with or without text): fifty cents (50¢) per page

Fees collected from student copiers become part of Campus Technology Services budget to maintain and support student printing and copying systems.

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Comment [Cjh7]: Addresses CHC concerns p. 5



San Bernardino

Valley College

Committee Self-Evaluation Survey 2013-14

Please assist us in our effort to improve committee effectiveness by providing your input on this survey. Consider the internal processes, external interactions, and work products as you respond to the questions. Thank you for your participation.

Select the name of this specific committee from the list below. Your responses on the survey should apply only to the committee you identify. (You will receive a separate survey for each committee on which you participate.)

3 (5.5%) <i>Matriculation/Student Success</i>	0 (0.0%) <i>Arts, Lectures & Diversity</i>
0 (0.0%) <i>Enrollment Management & Student Equity</i>	1 (1.8%) <i>Program Review</i>
8 (14.5%) <i>Academic Senate</i>	8 (14.5%) <i>Curriculum</i>
6 (10.9%) <i>Classified Senate</i>	1 (1.8%) <i>Basic Skills</i>
9 (16.4%) <i>Accredittion & SLO</i>	1 (1.8%) <i>College Council</i>
0 (0.0%) <i>Facilities & Safety</i>	4 (7.3%) <i>Professional Development</i>
3 (5.5%) <i>Online Programs</i>	11 (20.0%) <i>Technology</i>

What is your primary function at SBVC?

30 (51.7%) <i>FT Faculty</i>	18 (31.0%) <i>Classified</i>	7 (12.1%) <i>Manager</i>
2 (3.4%) <i>PT Faculty</i>	0 (0.0%) <i>Confidential</i>	1 (1.7%) <i>Student</i>

How long have you served continuously on this committee?

7 (12.1%) 1 Year 14 (24.1%) 3 Years
14 (24.1%) 2 Years 23 (39.7%) 4 or More Years

On how many other committees did you serve this year?

9 (16.4%) 0 7 (12.7%) 2 5 (9.1%) 4
20 (36.4%) 1 4 (7.3%) 3 10 (18.2%) 5 or More

Did you serve as chair or co-chair of this committee this year?

15 (26.3%) Yes 42 (73.7%) No

Do you expect to serve on this committee again next year?

44 (77.2%) Yes 11 (19.3%) No 2 (3.5%) Unknown

Please indicate how often the committee's processes, interactions, and outcomes during the year reflected each of the following characteristics:

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>N/A</i>
Valuable contributions to processes and effectiveness.	33 (58.9%)	23 (41.1%)	0 (0.0%)	0 (0.0%)	0 (0.0%)
Sharing, inclusiveness, openness to input, and respect for diverse opinions.	35 (62.5%)	20 (35.7%)	1 (1.8%)	0 (0.0%)	0 (0.0%)
Effective and meaningful communication with the District community.	28 (50.0%)	23 (41.1%)	1 (1.8%)	1 (1.8%)	3 (5.4%)
Meaningful dialogue.	30 (54.5%)	24 (43.6%)	1 (1.8%)	0 (0.0%)	0 (0.0%)
Working properly and productively toward its intended results.	35 (62.5%)	19 (33.9%)	2 (3.6%)	0 (0.0%)	0 (0.0%)
Efficient use of time.	30 (55.6%)	19 (35.2%)	4 (7.4%)	1 (1.9%)	0 (0.0%)
Reliance on accurate information rather than speculation and anecdote.	34 (60.7%)	21 (37.5%)	1 (1.8%)	0 (0.0%)	0 (0.0%)
Straight forward and easy to understand content.	29 (52.7%)	25 (45.5%)	1 (1.8%)	0 (0.0%)	0 (0.0%)
Clearly defined problems.	29 (54.7%)	24 (45.3%)	0 (0.0%)	0 (0.0%)	0 (0.0%)

Please indicate the extent to which you agree/disagree with the following statements about your service on this committee overall this year.

	<i>Strongly agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>
I feel comfortable contributing ideas.	36 (63.2%)	19 (33.3%)	1 (1.8%)	1 (1.8%)
My ideas are treated with respect, whether or not others agree with them.	34 (61.8%)	20 (36.4%)	1 (1.8%)	0 (0.0%)
I have had sufficient opportunity to provide input into committee recommendations.	34 (61.8%)	21 (38.2%)	0 (0.0%)	0 (0.0%)

Please provide an overall rating for the year on the following aspects of the committee's work:

	<i>Very Good</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Very Poor</i>	<i>No Opinion</i>
Clarity of the committee's charge.	36 (63.2%)	18 (31.6%)	2 (3.5%)	0 (0.0%)	0 (0.0%)	1 (1.8%)
Quality of communication within the committee.	34 (60.7%)	20 (35.7%)	1 (1.8%)	1 (1.8%)	0 (0.0%)	0 (0.0%)
Quality of information flow from the committee to the constituency groups.	27 (48.2%)	24 (42.9%)	1 (1.8%)	2 (3.6%)	0 (0.0%)	2 (3.6%)
Quality of communication between the committee with the District community as a whole.	28 (51.9%)	18 (33.3%)	2 (3.7%)	0 (0.0%)	1 (1.9%)	5 (9.3%)
Access to data needed for deliberations.	31 (55.4%)	19 (33.9%)	4 (7.1%)	0 (0.0%)	1 (1.8%)	1 (1.8%)
Access to meeting space.	35 (62.5%)	18 (32.1%)	2 (3.6%)	0 (0.0%)	0 (0.0%)	1 (1.8%)
Access to other resources needed for the committee to work effectively.	29 (53.7%)	22 (40.7%)	2 (3.7%)	1 (1.9%)	0 (0.0%)	0 (0.0%)
Training or mentoring for you as a committee member.	25 (45.5%)	20 (36.4%)	7 (12.7%)	1 (1.8%)	0 (0.0%)	2 (3.6%)
Establishment of expectations or norms for committee members and chair(s).	29 (51.8%)	20 (35.7%)	5 (8.9%)	0 (0.0%)	1 (1.8%)	1 (1.8%)
Adherence to expectations or norms for committee members and chair(s).	27 (49.1%)	22 (40.0%)	4 (7.3%)	0 (0.0%)	1 (1.8%)	1 (1.8%)

Please enter this committee's most significant accomplishment(s) this year: (500 character max.)

36 (100.0%)

Please enter the improvement most needed by this committee in its processes, interactions, outcomes, or other aspect of its work: (500 character max.)

21 (100.0%)

Please include any additional comments below: (500 character max.)

12 (100.0%)

Thank you very much for participating in this important effort to improve committee processes at SBVC.

Campus Climate Self-Evaluation Tables Update

Actionable Planning Agenda item: IV.A.1 College Council will develop plans to improve trends in campus climate and Committee Self-Evaluation surveys. (IV.A.3, IV.A.5)

Of 40 questions, 27% (11) were not assessed

Of questions assessed, 86% (25) showed an increase in satisfaction

Of questions assessed, 14% (4) showed a decrease in satisfaction

On average Faculty were 7.9% more satisfied.

On average Managers were 22% more satisfied.

Classified Staff were the only population that demonstrated decreased satisfaction

On average when indicating decreased satisfaction, Classified Staff were 5.25% less satisfied

On average when indicating increased satisfaction, Classified Staff were 5.3% more satisfied

Table 17. Faculty Survey Responses

Question	Faculty - 2010	Faculty - 2011	Faculty - 2012	Faculty - 2013	Faculty 2014
In general, I am aware of the faculty/staff role at the college in planning.	90% (45) agree	n/a	68% (39) agree	n/a	n/a
The decision-making structures and processes are regularly evaluated and the results are widely communicated to all members of the college community.	53% (26) agree	n/a	34% (19) agree, 27% (15) disagree,	n/a	n/a
I have been given the opportunity to participate in the planning process for my division.	n/a	66% (47) agree	n/a	59% (24) agree	↑ 63% agree
The district/college mission statement guides institutional priorities.	n/a	50% (34) agree	n/a	44% (17) agree, 33% (13) disagree, 23% (9) have no opinion	↑ 52% agree ↓ 28% disagree 19% no opinion
I am satisfied with program review procedures.	n/a	54% (37) agree	n/a	51% (20) agree, 31% (12) disagree, 18% (7) have no opinion	n/a

Question	Classified - 2010	Classified - 2011	Classified - 2012	Classified - 2013	Classified 2014
I am familiar with the SBVC mission.	98% (48) agree	98% (36) agree	n/a	94% (47) agree	↑ 95%
My job contributes to the SBVC mission and vision.	96% (45) agree	97% (37) agree	n/a	88% (42) agree	↑ 94%
SBVC sets goals to improve effectiveness.	80% (39) agree	n/a	n/a	69% (33) agree	↑ 73%
Improving institutional effectiveness is valued throughout SBVC.	71% (35) agree	n/a	n/a	57% (30) agree	↑ 59%
SBVC has an ongoing and systematic cycle of evaluation and improvement.	76% (36) agree	n/a	n/a	55% (27) Agree	↑ 69%
Student learning needs are central to the planning, development, and design of new facilities.	63% (31) agree	n/a	n/a	58% (25) agree	↓ 54%
The college establishes governance structures, processes, and practices to facilitate effective communication among the institutions' constituencies.	60% (31) agree	41% (15) agree, 22% (8) disagree, 38% (14) have no opinion	n/a	39% (18)	↑ 47%

Table 28. *Campus Climate Surveys (10.15)*

Percentage of employees who agreed with the following statements	2011	2012	2013	2014
Regular information about major campus issues or events is communicated	92% Classified		80% Classified	↓ 75 % Classified
Suggestions regarding improvement on institutional effectiveness were valued	32% Classified		26% Classified	↑ 28% Classified
Made a contribution to college policy making	21% Classified		35% Classified	↓ 25% Classified
Aware of their role in SBVC's planning process	61% Classified		53% Classified	↑ 55% Classified
District and the college established and utilized effective methods of communication	62% Classified		49% Classified	↑ 52% Classified
Receiving information from the district in a timely manner	71% Faculty		64% Faculty	↑ 70 Faculty
Senior administrators encourage good communication among the administration, staff, faculty, and student populations	46% Faculty		53% Faculty	↑ 59.5% Faculty
Senior administrators at the college provide effective leadership to define goals, develop plans, and establish priorities for the institution	38% Faculty		30% Faculty	↑ 41.5% Faculty
Employees are encouraged to share knowledge and work collaboratively	67% Managers			↑ 90% managers
SBVC provides a positive climate for informal open discussion of issues <i>and</i> free to express divergent/differing views on topics of discussion	60% Managers			↑ 74% Managers
College leaders encourage all members of the college communities to take initiative in improving institutional effectiveness		50% Managers	63% Managers	n/a
Faculty/staff exercise a substantial voice in matters related to the development of institutional policies		50% Managers	50% Managers	n/a
Agree that staff involvement on committees assures that they have a voice in college policymaking		57% Managers	63% Managers	n.a
Representatives from all employee groups are involved in the planning process	48% Classified			↑ 51% Classified

Table 30. IV.A.3. Selected Campus Climate Survey Results

Percentage of employees who agreed with the following statements	2010	2011	2012	2013	2014
Faculty/staff exercise a substantial voice in matters related to the development of institutional policies			63% Faculty 50% Managers	50% Managers	↑ 76% Managers (composite)
Satisfied with the role that the faculty plays in the development and review of institutional policies for governance and decision making				37% Faculty	↑ 50% Faculty
I make a contribution to SBVC's policymaking/staff involvement committees assures that they have voice in college policymaking.		21% Classified staff		54% Classified staff	↓ 50% Classified staff
Agree that the college establishes governance structures, processes, and practices to facilitate <i>effective communication</i> among the institution's constituencies	60% Classified staff 63% Faculty	41% Classified staff 60% Faculty		76% Managers 39% Classified staff	↑ 46% Classified
The district and the college have established and utilized effective methods of communication with classified staff.	66% Classified staff	62% Classified staff		49% Classified staff	↑ 52% Classified staff
There is adequate coordination between the campus and the district.		23% Managers			↑ 45% Managers
The decision-making structures and processes are regularly evaluated, and the results are widely communicated to all members of the college community.				63% Managers	n/a
Senior administrators encourage good communication among the administration, staff, faculty, and students		46% Faculty		53% Faculty	↑ 59.5% Faculty

Table 31. *IV.A.5. Selected Campus Climate Survey Results*

Percentage of employees who agreed with the following statements	2010	2011	2012	2013	2014
The decision-making structures and processes are regularly evaluated and the results are widely communicated to all members of the college community.	53% Faculty		34% Faculty 67% Managers		n/a
SBVC promotes sufficient consultation about important decisions.		48% Faculty 60% Managers			↑ 64% managers n/a Faculty
The role of leadership is regularly evaluated.			67% Managers 37% Faculty		n/a
SBVC has an ongoing and systematic cycle of evaluation and improvement.	76% Classified staff			55% Classified staff	↑ 69% Classified

**2014 – 2015
Program Review Calendar*
(HLS-231, 9:00 – 10:50 a.m.)**

Program Review Committee Co-Chairs:

Sheri Lillard (x8646, slillard@valleycollege.edu) and Ed Millican (x8587, emillica@sbccd.cc.ca.us)

Meeting Dates:

Fall 2014: Aug 29, Sep 12, Sep 26, Oct 10, Oct 24, Nov 14, Nov 21, Dec 5
Needs Assessment; Conditional & Probation Efficacy

Spring 2015: Jan 23, Feb 13, Feb 27, Mar 13(?), Mar 27, Apr 10, May 1, May 8
Regular efficacy cycle; CTE Mini-reviews

FALL 2014 Efficacy

Conditional Updates	Spring 2014 Recommendation
STAR Program	Conditional
Admission/Records	Conditional
Maintenance	Conditional
CalWORKS (Conditional)	Conditional
Full Efficacy Report	
Student Life (Conditional)	Probation
Outreach (probation)	Probation
Campus Business Office/Mailroom/Switchboard	Probation

Fall 2014 Schedule

Date	Tentative Agenda/Deadline
August 29, 2014	Committee Meeting: Overview of Program Review Committee; Needs Assessment Process and Forms; Efficacy Cycle
September 12, 2014	Committee Meeting: Finalize CTE mini-review forms for Spring
September 26, 2014	Committee Meeting: Needs Workshop Research deadline for additional/custom data, if needed
October 3, 2014	EMP narrative due to Division Deans
October 10, 2014	Committee Meeting: Update on Webtool for Spring Efficacy; Needs Workshop
October 24, 2014	Committee Meeting: Efficacy Workshop (Conditional & Probation)
October 31, 2014	Needs Assessment requests due at midnight with Division/Area rankings
November 7, 2014	Efficacy documents due: Conditional Updates & Full Efficacy (Probation)
November 14, 2014	Committee Meeting: Needs Assessment rankings
November 21, 2014	Committee Meeting: Needs Assessment rankings
December 5, 2014	Committee Meeting: Efficacy Rankings (Conditional & Probation)

*Schedule is tentative and may be changed as necessary; meetings are open to the entire campus.

Program Review
4-Year Program Efficacy Rotation
(Revised: 8/29/2014)

2014 – 2015	2015 – 2016	2016 – 2017	2017 – 2018
FALL 2014	SPRING 2016	SPRING 2017	SPRING 2018
Conditional Updates	Aeronautics	Accounting	Academic Advancement
Probation (Full Efficacy)	Athletics	Automotive Technology	Admission/Records
	Campus Technology Services	Biology	Cal Works
SPRING 2015	Chemistry	Bookstore	Campus Business Office/ Mailroom/Switchboard
Administration of Justice	Counseling	Computer Information Technology	Child Development Center
Architecture	Culinary Arts/Food & Nutrition*	Corrections	Criminal Justice/Police/Sheriff
Art	DSPS	Custodial	EOPS/Care
Business Administration	Financial Aid	Economics	Food Services
Child Development/Education	Geology/Oceanography/Env. Sci.	Electricity/Electronics	Machine Trades
Communication Studies (Speech)	Grounds	English/ESL	Maintenance
Computer Science	History	Human Services	Outreach
Diesel	Library & Library Computer Lab	Inspection Technology	Professional Development*
Geography/GIS	Marketing/PR*	Library Technology Program	Research & Planning
Grants Development & Management*	Matriculation	Psych Tech	Student Health Services
Math	Modern Languages	Psychology	Student Life
Pharmacy Technology	Music	Real Estate	Student Success Center/Tutoring
Physical Education/Health	Nursing	RTVF	CTE 2-yr Review
Refrigeration	Philosophy/Religious Studies	STAR	Aeronautics
Anthropology	Physics/Astronomy/Observatory	CTE 2-yr Review	Culinary Arts
Sociology	Political Science	Administration of Justice	Nursing
Transfer Center	Reading	Architecture	Water Supply Technology
Welding	Theatre Arts/Dance	Business Administration	
CTE 2-yr Review	Water Supply Technology	Child Development/ Education	
Accounting	CTE 2-yr Review	Computer Science	
Automotive Technology	Machine Trades	Geography/GIS	
Computer Information Technology		Graphic Design	
Corrections		Diesel	
Electricity/Electronics		Pharmacy Technician	
Human Services		Refrigeration	
Inspection Technology		Welding	
Library Technology Program			
Psych Tech			
Real Estate			
RTVF			

*First time participating in efficacy review

PROGRESS ON ACTIONABLE PLANNING AGENDA

Institutional Effectiveness

I.B.2

SBVC will incorporate SLO/SAO data into EMP one-sheets. *[Office of Research, Planning and Institutional Effectiveness]*

SBVC will revise the SBVC Planning Model. (II.D.1.a) *[College Council and appropriate collegial consultation committees, fall 2014]*

- Update on SBVC Planning Model Revision at 9/10/14 College Council Meeting
- Review of SBVC Planning Model Revision at 9/24/14 College Council Meeting

I.B.3

SBVC will determine appropriate course of action regarding institution-set standard for certificates awarded. *[Academic Senate, College Council, Dean of Research, Planning and Institutional Effectiveness, 2014-2015]*

- Upon review of data by the Dean of Research, Planning and Institutional Effectiveness it was determined that SBVC met the institution-set standard [I-SS} for certificates for the following reason: 2012-2013 reported to ACCJC which represents the number of students who received a degree or certificate was measured against historical data that represents the number of degrees and certificates awarded. Once the 2012-2013 data was corrected to represent the number of degrees and certificates awarded, it was apparent that SBVC met the I-SS.
 - Reported at College Council 9/10/14

I.B.4

SBVC will compile, analyze, and distribute the results of the Committee Self-Evaluation survey in fall 2014. (I.B.5, I.B.7) *[College Council, 2014-2015]*

- Results reported to College Council 9/10/14

I.B.7

SBVC will prepare and conduct a validity check of the evaluative measures for the Strategic Plan. *[Dean of Research, Planning and Institutional Effectiveness, spring 2015]*

Instructional Programs

II.A.1.b

SBVC will gradually implement SLO software for easier outcomes tracking, evaluation, and analysis. (II.A.6) *[ASLO Committee, 2014-2015]*

- Discussed at ASLO meeting on 8/28/14 and determined that SLO software implementation should be a part of the Sprint 2015 discussions.

II.A.2.i

SBVC will conduct a campus-wide review of SLO processes during spring 2015 to further discuss and shape SBVC's future vision for SLOs at the course, program, and college levels. *[Academic Senate, ASLO Committee, spring 2015]*

- Initial dialogue took place at the Academic Senate Retreat; Academic Senate meeting on 8/20/14; and ALSO meeting on 8/28/14. It was determined to;
 - ASLO Committee should start pre-planning for Spring dialogue.
 - Instructional Outcomes, Student Services Outcomes, and Administrative Services Outcomes should be discussed separately.

II.A.5

SBVC will develop strategies to track employment rates. *[Office of Research, Planning and Institutional Effectiveness]*

II.A.7.c

SBVC will complete a review of board policies and administrative procedures according to a designated cycle, in coordination with the SBCCD. (II.B.2.c, III.D.3.a)

- In progress in District Assembly (9/2/14); College Council (8/27/14); and Academic Senate (8/29/14, 9/3/14)

Student Services

II.B.2.c

SBVC will update the student complaint policy. *[VPSS]*

II.B.3.c

SBVC will implement and evaluate the SSSP Plan. *[VPSS]*

Library and Learning Support Services

II.C.1.b

SBVC will incorporate SSC CC data for campus-wide analysis and dialogue on CCs. *[ASLO Committee, Tutorial Coordinator]*

Human Resources

III.A.1.a

The recommendations of SBCCD Three-Year Staffing Plan 2014-2017 will be reviewed in fall 2014 using collegial and transparent processes and will be implemented as appropriate. (II.A.4.b, III.A.6)

- In progress

III.A.1.b

SBVC will establish better processes for tracking and completing employee evaluations.

III.A.1.c

Professional development will provide expanded training and opportunities to engage the campus in dialogues on SLOs, learning, and success.

III.A.6

The Hayes Group Salary Study will be reviewed using collegial processes and implemented as appropriate.

- Not yet completed expected completion in October, as reported at
 - Chancellor's Opening Day presentation 8/15/14
 - District Assembly 9/2/14
 - Board of Trustees Study Session 9/9/14

Facilities

III.B.1

SBVC will review and modify as required the safety components and responsibilities of various position descriptions.

SBVC will implement a more efficient and effective process for filling vacant positions.

III.B.2.a

SBVC will utilize information and enhanced data from cost analyses, reports, and new software for more effective use of resources and for long-range planning, staffing, and budget forecasting. (III.B.2.b) [*Administrative Services*]

Technology

III.C.1.a

SBVC will move all of the District information systems into one cohesive system that allows for electronic approval and documentation.

III.C.2

SBVC will implement mobile application selected by SBCCD.

Budget

III.D.1

SBVC will print the mission and goals on financial planning documents so they are visible, up front and center. SBVC will include the mission and goals in the developmental budget instructions to management with direction to consider these as the budget is developed.

III.D.1.a

SBVC will review and update SBVC Planning Model. *[College Council and appropriate collegial consultation committees, fall 2014]*

III.D.1.b

SBVC and SBCCD will implement the recommendations of the DBC to the Chancellor's Cabinet. (III.D.2.e)

- Assessment for KVCR, EDCT and GASB reduced or removed from 2014/2015 campus budget.

III.D.1.c

SBVC will develop the long-range SMSR planning tool and include it in the long-range financial plans for the College.

Decision-Making Roles and Processes

IV.A.1

College Council will develop plans to improve trends in campus climate and Committee Self-Evaluation surveys. (IV.A.3, IV.A.5)

- Committee Self-Evaluation Survey, Update of Campus Climate tables used in Self-Evaluation, and 2014 Campus Climate Surveys for Faculty and Classified report at College Council 9/10/14
- 2014 Campus Climate Surveys for Managers and Students reported at College Council 9/24/14

IV.A.5

Campus climate surveys will be coded to enable longitudinal study. [*Office of Research, Planning and Institutional Effectiveness*]

Board and Administrative Organization

IV.B.2.e

SBVC will hire a permanent president for SBVC during the 2014-2015 academic year.

- SBVC President position was posted on district website 9/1/14. Position is cross listed in a number of academic journals.
- Position announcement timeline includes a campus forum and January start date.

IV.B.3.c

SBVC will develop multiyear budget projections.

