

SBVC Program Review

12/07/2018
MINUTES
9:00 a.m. – 11:00 a.m.
B 125

Members:	Daniel Algattas	A	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	X	Johnny Roberts	X	
	Todd Heibel	X	David Smith	A	
	Tim Hosford	A	Anna Tolstova	A	
	Robert Jenkins	A	Abena Wahab	X	
	Carol Jones	X	Kay Weiss	X	
	Edward Jones	A	Kevin Williams	A	
	Melissa King	X	Stephen Villasenor	A	
	Joel Lamore	X	Kay Dee Yarbrough	X	
	Michael Mayne	X	Guest: Wally Johnson	X	
	Kenny Melancon	X			

TOPIC	DISCUSSION	FURTHER ACTION
Approval of Minutes	Joel Lamore motioned to approve the minutes from November 2 and 16, 2018; Kay Dee Yarbrough seconded the motion. The motion passed with one abstention.	
Needs Assessment Rankings	The prioritization lists for the 2018 Needs Assessment phase will be distributed to the campus. Kay Weiss recommended to send the department EMPs with the Needs requests. Funding is given in March and has to be spent by June; carryover is rare.	
Distribution of Funded Needs	College Council wants representative bodies to bring the list of funding to their constituents rather than distributing the list to the campus	P. Ferri-Milligan to bring need to publish funding to College Council again as it pertains to Accreditation.
Meetings	Spring 2019 schedule of meetings is varied; six meetings and will meet first week of January. Will include discussion of Accreditation information and review of the revised efficacy forms. Date to send out forms was pushed up an extra week to give more time to the writers. Norming sessions will address some of the issues from last spring 2018.	Members, please schedule your meetings on your spring calendars.
Website update.	Joel Lamore is graciously working to make the website more user friendly with links, and he walked through the changes	Committee, please send

	<p>with the Committee. Keeping in mind accessibility, he worked on headlines. Efficacy resources are readily available. Will include model efficacy forms soon. This is the first revision; no deletions, mainly re-organization and inclusion of links.</p> <p>Kay Weiss will provide information on Launch board to Joel Lamore and recommended to include Score Card data from Chancellor's Board. Include link to schedule of Efficacy Process.</p> <p>The CTE efficacy labor market information has to go through Goss. Kenny Melancon to email information to Joel Lamore.</p> <p>Kay Dee Yarbrough and Paula Ferri-Milligan will work on website graphics.</p>	<p>comments on website to Paula and Joel.</p> <p>B. Melancon to email labor market information to J. Lamore.</p> <p>K. Yarbrough and P. Ferri-Milligan will work on website graphics.</p>
<p>Rotation Schedule and Team Information</p>	<p>23 full efficacy reviews and 11 CTE reviews are scheduled this spring. Each committee member will review three reports. New committee members will be on committees with experienced members. Programs will be assigned, and will, generally, not include department committee members' areas. Teams are responsible for who writes the report and whether they meet online or in person.</p> <p>Food and Nutrition was reviewed this fall.</p> <p>MCHS was added this spring; other programs will be added as the need arises. Efficacy rotation is a living document and warrants constant revisions.</p> <p>Conditional and probational ratings from spring 2018 will also be dealt with at last meeting of the semester.</p> <p>Committee members, please be responsible to your teams and participate in this review process.</p> <p>Current demographic data is needed. P. Ferri-Milligan will submit a research request asap. P. Ferri-Milligan will include each department/program's demographic data and course content information on the distributed forms. She will also include the committee names so that writers have contacts on the committee. In addition, two workshops will be held for program writers of efficacy documents.</p>	<p>P. Ferri-Milligan will put in the research request for the demographic data for departments/programs.</p>
<p>Efficacy Forms--Revisions</p>	<p>Committee made revisions to the existing efficacy forms. Suggestions:</p> <p>Suggested list of things they do--include something in rubric. Revision of wording: would like to know the numerous ways that programs publicize to students, college, community.</p>	<p>Committee welcome to send suggestions to P. Ferri-Milligan.</p> <p>P. Ferri-Milligan will revise the</p>

	<p>How do you maintain currency in your field? Conferences, workshops, tech. training. Prompt with examples.</p> <p>Provide an evaluation of facilities that impact departments/programs, i.e. classroom facilities, technology, suitability of learning environment, space, maintenance issues.</p> <p>Remind writers that these are public documents and are an analysis and not a place for complaints.</p> <p>How do the facilities that are utilized in your program impact you and your students? Will re-visit this section.</p> <p>Programs represented in Catalog? Review your areas of the Catalog. If inaccurate, Catalog writers need to receive information. How? What is your plan to remedy any inaccuracies or omissions? Put Kay Dee Yarbrough down as a contact for corrections. Update all mentions of your program in the Catalog, and for assistance, contact Kay Dee Yarbrough.</p> <p>Change K. Weiss to W. Johnson on forms and website. And dates and headers. Kay Weiss suggested instructions to have common file naming pattern protocol – use underscores.</p>	<p>forms for review at the January meeting.</p>
<p>Thank You Kay Weiss & Committee</p>	<p>Paula thanked Kay for being an excellent co-chair. Kay handed off the Program Review thumb drive to Paula. Paula thanked committee for their service this semester. Kay said she really enjoyed working with this amazing committee and thanked them for supporting the co-chairs' work.</p>	
<p>Adjournment</p>	<p>The meeting was adjourned at 10:01 a.m.</p>	
<p>Next Meeting</p>	<p>Friday, January 18, 2019.</p>	

