

# SBVC Program Review

**09/21/2018**  
**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	A	
	Paula Ferri-Milligan	X	Jose Recinos	X	
	Christie Gabriel	X	Johnny Roberts	X	
	Todd Heibel	X	David Smith	X	
	Tim Hosford	X	Anna Tolstova	X	
	Robert Jenkins	A	Stephen Villasenor	X	
	Wally Johnson	A	Abena Wahab	X	
	Carol Jones	X	Kathryn Weiss	X	
	Edward Jones	X	Kevin Williams, Student	A	
	Melissa King	X	Kay Dee Yarbrough	X	
	Joel Lamore	X			
	Michael Mayne	X	Guests:		
	Kenny Meloncon	X	Ernesto Nery for Ray Carlos	X	
Stacy Meyer	A				

TOPIC	DISCUSSION	FURTHER ACTION
Approval of Minutes	The Committee reviewed the Minutes of September 7, 2018, and made minor corrections. <b>Motion to approve the Minutes with proposed corrections</b> made by Kenny Melancon with a second by Melissa King; the Motion passed with one abstention.	
Announcements – Paula Ferri-Milligan	<p>Kay Weiss spoke with College Council about making the results of Program Review Funding Rankings more transparent.</p> <p>Paula Ferri-Milligan attended the Deans Cabinet meeting to discuss the Emergent Needs process and will attend the Department Chairs meeting next week.</p> <p>Middle College High School, Dual/Concurrent Enrollment and WorkForce Readiness programs were added to 4-year-rotation.</p> <p>Not all departments have received their EMPs. In Instruction, all but Criminal Justice have received their EMPs; in Student Services, there are 5-6 programs that do not yet have their EMPs from Research and Planning.</p> <p>It was announced that Kay Weiss will not be the Program Review Co-Chair beginning in the spring semester. Dr. Wallace Johnson will be replacing Kay Weiss as this Committee’s administrator. Kay Weiss presented the written</p>	<p>Christie Gabriel will send Paula Ferri-Milligan the list of 5-6 Student Services programs that have not yet received EMPs; Kay Weiss, Paula Ferri-Milligan and Christie Gabriel will further discuss possible</p>

	history of how past programs were situated in divisions, and the recommendations they received, and will leave the information for reference.	extension and work with deans on timing.
Academic Senate By-Laws	<p>Academic Senate By-laws are being reviewed. Two items not under their By-laws are Program Review and Accreditation. Paula Ferri-Milligan laid out a format of proposed procedure vs. what exists. Reassigned time percentages for faculty who represent committees on Academic Senate (as determined by SBVC Academic Senate) <i>change</i>, but this is not addressed in the current By-laws</p> <p>Current Curriculum/Honors blurb now included. Committee reviewed the proposed changes.</p> <p>Two optional paragraphs were presented with wording to specific time percentages for faculty chairs serving on Academic Senate. <b>Motion to accept the wording in the second paragraph</b> was made by Joel Lamore with a second by David Smith; the Motion passed unanimously.</p> <p>Reference to Program Review Committee reporting to College Council was addressed.</p> <p>Process of electing chairs is still open to changes or omission. <b>Motion to recommend proposed changes (as discussed by Committee) to Academic Senate</b> made by Anna Tolstova with a second by Kenny Melancon; the Motion passed unanimously.</p>	Paula Ferri-Milligan to take recommendations for changes to <i>Academic Senate By-laws</i> with respect to Program Review and as reviewed by Committee to Academic Senate.
Prioritization Process	Paula went to a District Program Review Meeting and shared their prioritization model that is different from ours. Processes reviewed and discussed by Committee.	
	<p>The four categories of Needs include <i>Faculty, Classified-Professionals, Equipment</i> and <i>Budget</i>. Prioritization areas to address in documents include:</p> <ul style="list-style-type: none"> <li>• Safety/Modern Technology</li> <li>• Legal Compliance</li> <li>• Licenses</li> <li>• Critical to education program</li> <li>• Discipline-specific accreditation issues</li> <li>• Clear connection between EMP and other data</li> <li>• Specific consequences of not funding</li> </ul>	Committee members to use these prioritization categories when working with program document writers.
Next Meeting	Friday, October 5, 2018 is the next meeting. The next two meetings will be workshops for program review writers.	
Adjournment	The meeting was adjourned at 10:14 a.m.	