

SBVC Program Review

**11/16/2018
MINUTES
9:00 a.m. – 11:00 a.m.
B 125**

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

TOPIC	DISCUSSION	FURTHER ACTION
Needs Assessment Ranking – Budget and Equipment Document Clarification	<p>For those needs that were submitted unranked, they will be placed at the bottom of the lists.</p> <p>All budget needs submitted are considered one-time funding and not on-going as the source is fall-out money.</p> <p>Student Health Services – Certificated non-management non-teaching - not ranked on division document will be ranked at end of list and considered budget for one-year.</p> <p>MOTION: Paula Ferri-Milligan motioned to place items unranked by divisions at the end of list. Carol Jones seconded. All in favor 11; opposed 1; abstentions 3. Motion Passed.</p> <p>MOTION: Joel Lamore motioned to accept forms with blanks; Kenny Melancon seconded. All in favor 12; no oppositions or abstentions. Motion passed.</p> <p>The Student Equity and Success amount of \$190K is for multiple positions.</p> <p>The mini-fridge was deleted from Science/Nursing because the form submitted was blank; storage cabinets were also deleted.</p> <p>Interdivisional Model UN was accepted by the committee without the signature form.</p> <p>MOTION: Kay Weiss motioned to move English Chromebooks to the bottom of the list with a note that it was</p>	

	<p>funded by Basic Skills; Kay Dee Yarbrough seconded. All in favor 10. No oppositions. 3 abstentions. Motion passed.</p> <p>Wrong information on Applied Tech document for steam cleaner; steam cleaner is not to be used on hybrid cars.</p> <p>Criminal Justice conference tables and chairs are to convert MCHS NH 140 <i>office</i>; MCHS is moving, and NH 140 is an office, not a classroom.</p> <p>Applied Technology front-end alignment machine documentation is incorrectly written to include hybrid information.</p> <p>See following Addendums A & B for ranking results.</p>	<p>Encourage Tech. Division to take care in written document so as not to affect Committee ranking.</p>
Our Role in Accreditation	<p>Kay Weiss reviewed the Collegial Campus Process in Accreditation and Student Learning Outcomes. We need to provide College with evidence to support Standards. We are aligned with Standard 1B and Standard II.</p> <p>An Accreditation Team will be here again in 2020, so our document needs to be completed at the end of 2019.</p>	<p>Kay Weiss to email templates to Paula Ferri-Milligan and Wally Johnson.</p>
Needs Rankings—Budget & Equipment	<p>The balance of the meeting was spent voting to rank Budget and Equipment Needs Assessment Requests.</p> <p>See following Addendums A & B for ranking results.</p>	
Adjournment	<p>The meeting was adjourned at 11:01 a.m.</p>	
Next Meeting	<p>Friday, December 7, 2018 from 9-11 in B-125.</p>	

ADDENDUM A – BUDGET NEEDS VOTING
Program Review Committee Minutes of November 16, 2018

DIVISION	DEPARTMENT	ITEM	# of VOTES
APPLIED TECH	Water Supply Technology	Dues & Membership	5
1. ARTS & HUMANITIES	English	Tutors (Writing Center)	13
SCIENCE	Science	Repair & Maintenance Equip	10
SOC SCI HUM DEV & PE	Psychology	Student Travel/Psych Conference	2
STUDENT EQUITY & SUCCESS	Student Health Services	Classified Employee Consultant	1
INTERDIVISIONAL REQUESTS	POLIT/ECON/COMM	Model UN (Interdivisional form...)	1
INTERDIVISIONAL REQUESTS	Supplemental Instruction	Tutors (across the divisions)	11
APPLIED TECH	Water Supply Technology	Dues & Membership	2
ARTS & HUMANITIES	English	Reassigned Time Lead Instr. Wr. Ctr.	9
SCIENCE	Science	Repair & Maintenance Equip	12
SOC SCI HUM DEV & PE	Psychology	Student Travel/Psych Conference	2
STUDENT EQUITY & SUCCESS	Student Health Services	Classified Employee Consultant	1
INTERDIVISIONAL REQUESTS	POLIT/ECON/COMM	Model UN (Interdivisional form...)	1
2. Interdivisional Requests	Supplemental Instruction	Tutors (across the disciplines)	13
APPLIED TECH	Water Supply Technology	Dues & Membership	4
ARTS & HUMANITIES	English	Reassigned Time Lead Instructor	12
3. SCIENCE	Science	Repair & Maintain Equipment	13
SOC SCI HUM DEV & PE	Psychology	Student Travel/Psych Conference	2
STUDENT EQUITY & SUCCESS	Student Health Services	Classified Employee Consultant	2
INTERDIVISIONAL REQUESTS	POLIT/ECON/COMM	Model UN (Interdivisional form...)	1
INTERDIVISIONAL REQUESTS	Supplemental Instruction	Faculty Coordination	9
APPLIED TECH	Water Supply Technology	Dues & Membership	8
4. ARTS & HUMANITIES	English	Reassigned Time Lead Inst. Wr. Ctr.	14
SCIENCE	Architecture, Biology, Etc.	Field Trip Vehicle Rental Fees	0
SOC SCI HUM DEV & PE	Psychology	Student Travel/Psych Conference	2
STUDENT EQUITY & SUCCESS	Student Health Services	Classified Employee Consultant	3
INTERDIVISIONAL REQUESTS	POLIT/ECON/COMM	Model UN (Interdivisional form...)	1
INTERDIVISIONAL REQUESTS	Supplemental Instruction	Tutors (across the divisions)	10
APPLIED TECH	Water Supply Technology	Dues & Membership	9
ARTS & HUMANITIES	English	RTVF Film Production Ins.	5
SCIENCE	Architecture, Biology, Etc.	Field Trip Vehicle Rental Fees	7
SOC SCI HUM DEV & PE	Psychology	Student Travel/Psych Conference	2
STUDENT EQUITY & SUCCESS	Student Health Services	Classified Employee Consultant	3
INTERDIVISIONAL REQUESTS	POLIT/ECON/COMM	Model UN (Interdivisional form...)	2
5. Interdivisional Requests	Supplemental Instruction	Tutors (across the divisions)	11
6. APPLIED TECH	Water Supply Technology	Dues & Membership	9/7/7/8
ARTS & HUMANITIES	English	RTVF Film Production Ins.	6
SCIENCE	Architecture, Biology, Etc.	Field Trip Vehicle Rental Fees	5
SOC SCI HUM DEV & PE	Psychology	Student Travel/Psych Conference	4
STUDENT EQUITY & SUCCESS	Student Health Services	Classified Employee Consultant	4
INTERDIVISIONAL REQUESTS	POLIT/ECON/COMM	Model UN (Interdivisional form...)	2
7. Interdivisional Requests	Supplemental Instruction	Faculty Mentors/Adjuncts	9/7/7/7

8. APPLIED TECH	Water Supply Technology	Welding/Instructional Supplies	13
ARTS & HUMANITIES	English	RTVF Film Production Ins.	9
SCIENCE	Architecture, Biology, Etc.	Field Trip Vehicle Rental Fees	7
SOC SCI HUM DEV & PE	Psychology	Student Travel/Psych Conference	5
STUDENT EQUITY & SUCCESS	Student Health Services	Classified Employee Consultant	3
INTERDIVISIONAL REQUESTS	POLIT/ECON/COMM	Model UN (Interdivisional form...)	3
APPLIED TECH	Water Supply Technology	Aeronautics/Student Supplies	5
9. ARTS & HUMANITIES	English	RTVF Film Production Ins.	13
SCIENCE	Architecture, Biology, Etc.	Field Trip Vehicle Rental Fees	5
SOC SCI HUM DEV & PE	Psychology	Student Travel/Psych Conference	6
STUDENT EQUITY & SUCCESS	Student Health Services	Classified Employee Consultant	4
INTERDIVISIONAL REQUESTS	POLIT/ECON/COMM	Model UN (Interdivisional form...)	4
10. APPLIED TECH	Water Supply Technology	Aeronautics/Student Supplies	9
ARTS & HUMANITIES	English	Music Prof. Expert/Accompanist	8
SCIENCE	Architecture, Biology, Etc.	Field Trip Vehicle Rental Fees	8
SOC SCI HUM DEV & PE	Psychology	Student Travel/Psych Conference	7
STUDENT EQUITY & SUCCESS	Student Health Services	Classified Employee Consultant	4
INTERDIVISIONAL REQUESTS	POLIT/ECON/COMM	Model UN (Interdivisional form...)	4
APPLIED TECH	Water Supply Technology	Collision-Instructional Supplies	7
11. ARTS & HUMANITIES	English	Music Prof. Expert/Accompanist	8
SCIENCE	Architecture, Biology, Etc.	Field Trip Vehicle Rental Fees	7
SOC SCI HUM DEV & PE	Psychology	Student Travel/Psych Conference	7
STUDENT EQUITY & SUCCESS	Student Health Services	Classified Employee Consultant	4
INTERDIVISIONAL REQUESTS	POLIT/ECON/COMM	Model UN (Interdivisional form...)	5
12. APPLIED TECH	Water Supply Technology	Collision-Instructional Supplies	9/9
ARTS & HUMANITIES	English	Theater Arts/Kennedy Ctr. Festival	5
13. SCIENCE	Architecture, Biology, Etc.	Field Trip Vehicle Rental Fees	9/4
SOC SCI HUM DEV & PE	Psychology	Student Travel/Psych Conference	6
STUDENT EQUITY & SUCCESS	Student Health Services	Classified Employee Consultant	5
INTERDIVISIONAL REQUESTS	POLIT/ECON/COMM	Model UN (Interdivisional form...)	5
APPLIED TECH	Water Supply Technology	Machinist Tech Tooling	6
14. SCIENCE	Science	Facilitators	8/7
15. ARTS & HUMANITIES	English	Theater Arts/Kennedy Ctr. Festival	8/6
SOC SCI HUM DEV & PE	Psychology	Student Travel/Psych Conference	6
STUDENT EQUITY & SUCCESS	Student Health Services	Classified Employee Consultant	4
INTERDIVISIONAL REQUESTS	POLIT/ECON/COMM	Model UN (Interdivisional form...)	4
APPLIED TECH	Water Supply Technology	Machinist Tech Tooling	8
16. ARTS & HUMANITIES	English	ENGL Oversight/Mentor Wri Ctr	10
SCIENCE	Enviro Sci., Geo., Etc.	Classroom Supplies	6
SOC SCI HUM DEV & PE	Psychology	Student Travel/Psych Conference	6
STUDENT EQUITY & SUCCESS	Student Health Services	Classified Employee Consultant	4
INTERDIVISIONAL REQUESTS	POLIT/ECON/COMM	Model UN (Interdivisional form...)	5
17. APPLIED TECH	Water Supply Technology	Machinist Tech Tooling	11
ARTS & HUMANITIES	English	Music/Expert to Write Curriculum	4
SCIENCE	Enviro Sci., Geo., Etc.	Classroom Supplies	9
SOC SCI HUM DEV & PE	Psychology	Student Travel/Psych Conference	7
STUDENT EQUITY & SUCCESS	Student Health Services	Classified Employee Consultant	4
INTERDIVISIONAL REQUESTS	POLIT/ECON/COMM	Model UN (Interdivisional form...)	8

ARTS & HUMANITIES	English	Music/Expert to Write Curriculum	6
18. SCIENCE	Enviro Sci., Geo., Etc.	Classroom Supplies	11
SOC SCI HUM DEV & PE	Psychology	Student Travel/Psych Conference	8
STUDENT EQUITY & SUCCESS	Student Health Services	Classified Employee Consultant	5
INTERDIVISIONAL REQUESTS	POLIT/ECON/COMM	Model UN (Interdivisional form...)	10
19. INTERDIVISIONAL REQUESTS	POLIT/ECON/COMM	Model UN (Interdivisional form...)	11/10
ARTS & HUMANITIES	English	Music/Expert to Write Curriculum	6
20. SCIENCE	Biology	Fee renew Special Permit handling bio org	11/5
SOC SCI HUM DEV & PE	Psychology	Student Travel/Psych Conference	7
STUDENT EQUITY & SUCCESS	Student Health Services	Classified Employee Consultant	5
ARTS & HUMANITIES	English	Music/Expert to Write Curriculum	5
SCIENCE	Biology	Science Journal Subscriptions	8
21. SOC SCI HUM DEV & PE	Psychology	Student Travel/Psych Conference	9
STUDENT EQUITY & SUCCESS	Student Health Services	Classified Employee Consultant	6
22. SCIENCE	Biology	Science Journal Subscriptions	5/6
ARTS & HUMANITIES	English	Music/Expert to Write Curriculum	5
STUDENT EQUITY & SUCCESS	Student Health Services	Classified Employee Consultant	5
23. ARTS & HUMANITIES	English	Music/Expert to Write Curriculum	7
SCIENCE	GIS	Outreach & Marketing	3
STUDENT EQUITY & SUCCESS	Student Health Services	Classified Employee Consultant	6
ARTS & HUMANITIES	English	Music/Percussion	2
SCIENCE	GIS	Outreach & Marketing	3
24. Student Equity & Success	Student Health Services	Classified Employee Consultant	8
ARTS & HUMANITIES	English	Music/Percussion	4
25. SCIENCE	GIS	Outreach & Marketing	11
26. ARTS & HUMANITIES	English	Music/Percussion	7
SCIENCE	Enviro Sci., Geo., Etc.	Conference Attendance for Students	6
27. SCIENCE	Enviro Sci., Geo., Etc.	Conference Attendance for Students	
28. SCIENCE	Nursing	Nursing Advisory Annual Mtg	
29. SCIENCE	GIS	Tutorial Services	
30. SCIENCE	Architecture	Lab Supplies	
31. SCIENCE	Enviro Sci., Geo., Etc.	Supplies	
32. ARTS & HUMANITIES	English	Chromebook Maint. & Carts – funded by Basic Skills	
33. Student Equity & Success	Student Health Services	Certificated Non-Management Non-Teaching – Not ranked on Division Document	
34. SCIENCE	Environmental Science	Outreach and Marketing – Not ranked on Division Document	

ADDENDUM B – EQUIPMENT NEEDS VOTING
Program Review Committee Minutes of November 16, 2018

DIVISION	DEPARTMENT	ITEM	# of VOTES
1. APPLIED TECHNOLOGY	Applied Technology	Steam Cleaner for Division	8/8
ARTS & HUMANITIES	Art	Glass Furnace	3
2. SCIENCE	Chemistry	Gas Chromatographs	8/7
SOC SCI, HUM DEV & PE	Criminal Justice	Conference Table & Chairs	5
3. APPLIED TECHNOLOGY	Auto & Collision	Waste Oil Tank Reclaiming Removal	9
ARTS & HUMANITIES	Art	Glass Furnace	6
SCIENCE	Environmental Sci, Geo Etc.	Augmented Reality Sandbox	6
SOC SCI, HUM DEV & PE	Criminal Justice	Conference Table & Chairs	6
4. APPLIED TECHNOLOGY	Aeronautics	A-360 Engines & Associated Components	3
ARTS & HUMANITIES	Art	Glass Furnace	10/10
5. SCIENCE	Environmental Sci, Geo Etc.	Augmented Reality Sandbox	10/5
SOC SCI, HUM DEV & PE	Criminal Justice	Conference Table & Chairs	7
6. APPLIED TECHNOLOGY	Aeronautics	A-360 Engines & Associated Components	9
ARTS & HUMANITIES	Art	Pottery Wheels	5
SCIENCE	Biology	Spectrophotometers	11
SOC SCI, HUM DEV & PE	Criminal Justice	Conference Table & Chairs	5
7. APPLIED TECHNOLOGY	Aeronautics	A-360 Engines & Associated Components	12
ARTS & HUMANITIES	Art	Pottery Wheels	6
SCIENCE	Biology	Ultra-Cold Freezer	4
SOC SCI, HUM DEV & PE	Criminal Justice	Conference Table & Chairs	7
8. APPLIED TECHNOLOGY	Auto Mechanical	Tire Mount & Balance Machines	6
ARTS & HUMANITIES	Art	Pottery Wheels	8
SCIENCE	Biology	Ultra-Cold Freezer	9
SOC SCI, HUM DEV & PE	Criminal Justice	Conference Table & Chairs	7
9. APPLIED TECHNOLOGY	Auto Mechanical	Tire Mount & Balance Machines	10
ARTS & HUMANITIES	Art	Pottery Wheels	8
SCIENCE	Biology	Spirometers-ECG machines	7
SOC SCI, HUM DEV & PE	Criminal Justice	Conference Table & Chairs	7
10. APPLIED TECHNOLOGY	Aeronautics	Red Bird Flight Simulators	5
ARTS & HUMANITIES	Art	Pottery Wheels	10
SCIENCE	Biology	Spirometers-ECG machines	6
SOC SCI, HUM DEV & PE	Criminal Justice	Conference Table & Chairs	8
11. APPLIED TECHNOLOGY	Aeronautics	Red Bird Flight Simulators	12
ARTS & HUMANITIES	Theater Arts	Workbox	2
SCIENCE	Biology	Spirometers-ECG machines	10
SOC SCI, HUM DEV & PE	Criminal Justice	Conference Table & Chairs	5
12. APPLIED TECHNOLOGY	Automotive Technology	Car-train Hybrid & Electric Veh. Trainer	4
ARTS & HUMANITIES	Theater Arts	Workbox	9
SCIENCE	Biology	Spirometers-ECG machines	12
SOC SCI, HUM DEV & PE	Criminal Justice	Conference Table & Chairs	5

APPLIED TECHNOLOGY	Automotive Technology	Car-train Hybrid & Electric Veh. Trainer	7
ARTS & HUMANITIES	Theater Arts	Workbox	7
13. SCIENCE	Chemistry	Spectrophotometers	8
SOC SCI, HUM DEV & PE	Criminal Justice	Conference Table & Chairs	7
APPLIED TECHNOLOGY	Automotive Technology	Car-train Hybrid & Electric Veh. Trainer	7
SCIENCE	Biology	Models for Human Anatomy	5
14. SOC SCI, HUM DEV & PE	Criminal Justice	Conference Table & Chairs	9/9
15. ARTS & HUMANITIES	Theater Arts	Workbox	9/5
16. APPLIED TECHNOLOGY	Automotive Technology	Car-train Hybrid & Electric Veh. Trainer	6/8
ARTS & HUMANITIES	Theater Arts	Festnight Office Steel Locker Cabinet	1
17. SCIENCE	Biology	Models for Human Anatomy	6/6
APPLIED TECHNOLOGY	Automotive & Collision	Front End Alignment Machine	2
18. ARTS & HUMANITIES	Theater Arts	Festnight Office Steel Locker Cabinet	6/8
19. SCIENCE	Chemistry	Whiteboards	6/7
APPLIED TECHNOLOGY	Automotive & Collision	Front End Alignment Machine	3
ARTS & HUMANITIES	Art	Moveable Walls	5
20. SCIENCE	Physics Astronomy	Cenco Behr Free-fall Apparatus	7
APPLIED TECHNOLOGY	Automotive & Collision	Front End Alignment Machine	0
21. SCIENCE	Biology	Museum Storage Cabinet	7/8
22. ARTS & HUMANITIES	Art	Moveable Walls	7/7
23. APPLIED TECHNOLOGY	Automotive & Collision	Front End Alignment Machine	9
ARTS & HUMANITIES	Art	Easels	5
APPLIED TECHNOLOGY	Automotive Technology	Meter Certification Kit	3
24. ARTS & HUMANITIES	Art	Easels	11
35. APPLIED TECHNOLOGY	Automotive Technology	Meter Certification Kit	
36. APPLIED TECHNOLOGY	Automotive Mechanical	Torque Certification Kit	
37. APPLIED TECHNOLOGY	Machinist Technology	Machine Tool Accessories	
38. APPLIED TECHNOLOGY	Welding	RMD Welding Machines	
39. APPLIED TECHNOLOGY	Water Supply Technology	Total Coliform Test Kits	
40. SCIENCE	Nursing	Storage Cabinets (Form submitted was blank)	
41. SCIENCE	Biology	Models for Human Anatomy	