

# SBVC Program Review

**September 7, 2018**  
**MINUTES**  
**9:00 a.m. – 11:00 a.m.**  
**B 125**

Members:	Algattas, Daniel	A	Botra Moeung	X	X = Present A = Absent
	Buffong, Keynasia	X	Sandra Moore	X	
	Raymond Carlos	X	Krista Ornelas-Mora	X	
	Laura Cross	X	Girija Raghavan	X	
	Paula Ferri-Milligan	X	Jose Recinos	X	
	Christie Gabriel	A	Johnny Roberts	X	
	Todd Heibel	X	David Smith	X	
	Tim Hosford	X	Anna Tolstova	X	
	Robert Jenkins	A	Stephen Villasenor	A	
	Carol Jones	X	Abena Wahab	X	
	Edward Jones	X	Kathryn Weiss	X	
	Melissa King	X	Kevin Williams, Student	A	
	Joel Lamore	X	Kay Dee Yarbrough	X	
	Michael Mayne	X	Lopez, Andy for Gabriel-Millette	X	
	Kenny Meloncon	X	Huston, Celia/Accreditation	X	
	Stacy Meyer	X	Hylton, Chris for Robert Jenkins	X	
Guests: Patricia Quash					

TOPIC	DISCUSSION	FURTHER ACTION
Approval of Minutes— August 17, 2018	Minor correction.  Motion to approve by Anna Tolstova. Second by Kay Dee Yarbrough. Approved unanimously.	
Paula Ferri-Milligan – updates on attendance at four recent meetings.	Paula Ferri-Milligan and Kay Weiss attended College Council meeting to propose bringing Grants Director on as voting member of College Council. Supported by College Council. The request was brought to Academic Senate and approved. Kenny Melancon revised By-Laws for CTE. Paula Ferri-Milligan will attend Faculty Chair meeting to discuss Emergent Needs Form. She attended Deans’/VPs’ meeting Thurs., 9/6/18, and stressed importance for programs to submit clean Needs Assessment documents directly to the Committee by the deadlines; deans are responsible for submitting summary documents. EMP form has changed to PowerPoint format; content is the same.	P. Ferri-Milligan will attend September Department Chair meeting to discuss emergent needs process and needs assessment process.
Changes to 4-Year Efficacy Rotation Chart	Revised Machine Trades to Machinist Technology. Food and Nutrition being done this fall after missed in last round. Added Bookstore. Campus Business Office was on last year’s schedule in error, but it is now correctly on this year’s schedule. Have not heard from Financial Aid, one of four probation programs along with Professional Development, CalWorks, Outreach, all of which may not participate in Needs Assessment unless an update report	P. Ferri-Milligan will make corrections to the chart.

	is received by October for committee review. P. Ferri-Milligan will correct “mini-review” designation on the chart—change to two-year.	
Institutional Program Review Report 2017-2018	Joel Lamore questioned the cover photo—choose something more current. Paula Ferri-Milligan may consider that request as she completes the report. Added Exceeds category in Efficacy documents. Formatting suggestions. For future consideration, Kay Weiss will make recommendations for categories of Expansion and Contraction. Discussion with Joel Lamore about missing information highlighted in yellow on the report. Paula Ferri-Milligan will delete the reference to the minutes and put the original emergent needs reports in the document. Paula Ferri-Milligan to add Efficacy and Team Reports to the document. Double checked website to confirm that Needs Assessment documents for last year are posted. Paula Ferri-Milligan reminded the committee that Program submissions are posted as submitted without corrections. Once the report is completed, printed copies will be distributed to this Committee and College Council. Note that we initiated survey.	P. Ferri-Milligan will complete the 2017-18 Institutional Program Review Report for uploading on the website and for hard copy distribution.
Program Review Survey	A survey was sent at the end of the spring 2018 semester to efficacy writers and to the Program Review Committee. It was sent late in the semester and had limited respondents. Need evaluation of survey by Committee and input about questions. The survey will continue to be part of the Program Review process. Joel Lamore proposed adding page on our website with links to resources that provide supporting data. Need for small sub-committee to provide guidance about page with helpful websites and survey construction – Joel Lamore, Paula Ferri-Milligan, Girija Raghavan, Kay Dee Yarbrough, and Kenny Melancon volunteered to serve.	P. Ferri-Milligan will call a meeting of the sub-committee.
New EMP	Discussion on use of PowerPoint instead of Word for the new EMP form. Provide feedback to James Smith about format. Remind all program writers that EMPs need to be included with their completed documents to Program Review.	K. Weiss will discuss new EMP format with James Smith and the process for missing EMPs.
Accreditation	Celia Huston attended the meeting to present, with Kay Weiss, what they learned at an Accreditation training. All we do should be in line with mission and standards of SBVC. Kay Weiss researched how this Committee’s purpose aligns with the College Mission. Committee reviewed Standard 1B from ACCJC Standards. Relate data to mission.  Motion by Paula Ferri-Milligan and second by Stacy Meyer to have Program Review make Motion with	Kay Weiss and Paula Ferri-Milligan will bring motion to College Council.

	<p>College Council that the results of Needs Assessment funding be provided to the Campus. The Motion passed unanimously.</p> <p>Recommendation that Paula Ferri-Milligan as chair remind College Council of the importance of “paying attention to” recommendations by Program Review. Joel Lamore reminded Committee that there is to be written rationale of not following recommendation of this collegial committee. (Example... Tutorial Coordinator went to College Council and was approved there? Where is position?) Celia Huston responded to Joel Lamore’s interpretation of the requirement for a written rationale—this is not correct—will need to get clarification on this.</p> <p>Consider evaluation of programs based on institutional standards.</p> <p>Eligibility Requirement 19:</p> <p>Recommendations for improvement?</p> <p>Call for better leadership in coordination of campus activities on the whole. Emphasize short and long-range planning with respect to both Program Efficacy and Needs Assessment.</p> <p>Standard IIA2:</p> <p>Need process to identify and get new programs on chart of programs to be reviewed.</p> <p>Are our recommendations used for institutional planning and not just program planning?</p> <p>Do Accreditation teams consider the programs that do not participate in our Program Review process and go on to probation?</p> <p>Use of punitive consequences by this Committee and Accreditation... Accreditation teams are kinder of late. Seek to highlight/report on positive outcomes of Program Review. The perception of our Committee may be that we are punitive. Efficacy documents are often weak in the area of “good things” they are doing. Committee members stress in our workshops with program writers how important it is that they include the good things their programs are doing in their Assessment documents. Identifying problems is not necessarily negative.</p> <p>Standard IIA3:</p> <p>IIA 2 16. Are we in alignment with our mission?</p>	
	<p>Today is the deadline to request additional research data.</p>	
	<p>EMPs are due to division deans by Oct. 1, 2018.</p>	

	Needs Assessment Documents are due to Committee by noon on October 22, 2018.	
Next Meeting	The next meeting is Friday, September 21.	
Adjournment	Meeting adjourned at 10:33 a.m.	