

**SBVC**  
**Program Review**

**8/17/18**  
**9:00 a.m. – 11:00 a.m.**  
**B 125**

**MINUTES**

Members:	Daniel Algattas	A	Botra Moeung	A	X = Present A = Absent
	Keynasia Buffong	A	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	X	Johnny Roberts	A	
	Todd Heibel	X	David Smith	X	
	Tim Hosford	X	Anna Tolstova	X	
	Robert Jenkins	A	Abena Wahab	X	
	Carol Jones	X	Kathryn Weiss	X	
	Edward Jones	X	Kevin Williams, Student	X	
	Melissa King	X	Kay Dee Yarbrough	X	
	Joel Lamore	X			
	Michael Mayne	X			
	Kenny Meloncon	X			
	Stacy Meyer	X			

TOPIC	DISCUSSION	FURTHER ACTION
Approval of Minutes	Review of the Minutes of May 4, 2018; minor grammatical and formatting corrections noted. Motion to approve made by Joel Lamore; second by Anna Tolstova. Approved with two abstentions.	
Overviews	<p>Overview by K. Weiss of Needs Assessment Committee function; fall is Needs Assessment and spring is Efficacy – evaluation of programs on 2- and 4-year cycles.</p> <p>Reviewed Committee Charge.</p> <p>Schedule of Committee meetings is based on last year's schedule. Forms to be distributed to programs in cycle by August 31. October 5 will be first workshop; completed forms are due to Paula Ferri-Milligan via emails by noon on October 22.</p> <p>Ranking begins November 2 &amp; 16 with completion of rankings and planning for spring Efficacy on December 7.</p> <p>EMP documents due out later this August. Committee members, please report to your departments that they must submit EMP documents and that planning pieces are critical. All needs must relate to department plan. New to faculty is that they are asked to discuss what they learned from SLO process. Conditional ratings in past were largely due to SLOs progress. Please follow up with</p>	

	<p>your deans if you don't see EMPs from Research Planning by early Sept. Due back to deans by October 1. EMPs come to Program Review Committee with department/program documents.</p> <p>Review of four probationary programs from SP18 Efficacy will be done October 5. The four are Outreach, Professional Development, CalWORKS, and Financial Aid; the latter two did not submit documents. Their revised documents are due October 3, and they will be included in four-year review spring 2019. The Committee will have only two days to review their documents before the October 5 review. These programs may not participate in needs assessment this fall if they do not receive continuation or conditional on the revised report.</p> <p>P. Ferri-Milligan will also disburse chart - Bookstore to be removed from chart.</p> <p>Machine Trades was changed to Machinist Technology.</p>	
Foods & Nutrition	Foods & Nutrition was accidentally left off CTE evaluation last year, so they will be evaluated this year with two-year mini-review to be sure we comply for audit, and full review is moved to the following year.	
Needs Assessment Forms & Process	<p>Needs Assessment forms were updated by P. Ferri-Milligan. The Committee will be strict on programs that submit their documents late. In previous years, late needs were placed at the bottom of the list, unranked. We need better solution this year for dealing with late documents. Clarify language. 12:01 p.m. on October 22 is late, and late documents will not be reviewed. Needs will be left off the prioritized list to the President entirely if they are submitted late. Late policy will be stressed. Committee Members, please share this message with your division deans and departments. P. Ferri-Milligan will get them posted by October 23 for Committee Review.</p> <p>Departments/Programs will be encouraged to address their documents early in the cycle in order to submit their requests for research data by Friday, September 7.</p> <p>Student Services programs need to request their data ASAP - Christie will send information to them.</p> <p>Departments that receive WORKFORCE funding do NOT need to ask Program Review for funding unless or until funding will end at which time request should go in just prior. We need to avoid supplanting, but it becomes</p>	<p>P. Ferri-Milligan—revise forms and send out needs assessment forms to campus</p> <p>C. Gabriel—send reminder to Student Services programs to request additional data ASAP</p>

	<p>a need if money will fall off. Recognize previous funding and outcomes and the year before funding ends, put in needs request.</p> <p>Forms review.</p> <p><b>Budget Request-</b> much the same. Links are active. Paula - one time funding or on-going? Previous budget? Then why do you need more? Provide rationale for request. Keep request for object codes in. Must address where the need is in Program Plan.</p> <p><b>Classified Staff Needs Assessment Application</b></p> <p><b>Equipment Needs</b> - correction to footer. First question - rationale - explain the need for this EQUIPMENT, not position; make correction throughout form.</p> <p><b>Faculty Needs Assessment Application</b> -</p> <p><b>Needs Assessment Division/Area Summary</b> - Departments submit their own requests. Dean submits this ranking. Committee Members are to advise their Division Faculty Chairs that they are to submit their documents directly to Program Review and not rely on deans to submit documents. Deans are responsible to submit this document. "Additional Comments" statement in middle of document - leave in or delete? Leave in, elaborate and move to end of document. Suggest that deans allow faculty chairs to review final draft of this document for accuracy in rankings before submission; ranking meetings may need to take place sooner in process.</p> <p><b>Interdivisional Needs Assessment Application</b> - (Ranked as separate category.) Facilities forms to be sent to Scott Stark, Rick Hrdlicka and Bob Jenkins for review.</p> <p>Forms will be distributed on or before August 31. Institutional - first 30 pages give transparency of process. Very few responses to campus survey. Will distribute earlier this year.</p>	
Emerging Needs	<p><b>Emergent Needs</b> by-pass Program Review and are made to College Council. Committee to review use of grants or suggest need for Program Review. Program Review did not approve the Tool Room Emergent Need Request as it was #7 on Program Review, and not an apparent emergent need. It was approved as an emergent need. It</p>	<p>P. Ferri-Milligan— distribute forms and explain process at department chairs meeting</p>

	<p>is desirable to have few requests for emergent needs. Emergent Needs process is for deadline-critical needs, of which there should be few. P. Ferri-Milligan will distribute the Emergent Needs form at Faculty Chair meeting rather than to campus.</p>	
Committee Member-- Addition	<p>Stephen Villasenor, Interim Grant Writer, to be invited to this Committee. Girija Raghavan to invite him.</p> <p>Motion to make Grants Director member of committee by Joel Lamore; second by Michael Mayne. Motion passed with one abstention.</p>	<p>P. Ferri-Milligan—bring request for change in committee make up to Academic Senate</p>
Funding Discussion & Purview of Program Review	<p>Christie asked how many ranked positions were filled? She had reviewed the HR list from 2015 to present and found that a many from priority the list do not get filled even over time. CHC now has many positions that we don't have. Research Analyst was prioritized twice in last two years, but never flown. How do we get our positions pushed forward? Advocacy comes from College Council. Past funding was fallout and not continuous, so positions were not funded. College Council advocates. Concern over top-five prioritization that has not ever been flown. We've been told that there is no funding. All we can do is recommend. Accreditation is a major reason for this Committee's work. This Committee meets its charge; advocating needs to be done at higher levels. Needs Assessment has worked well for all but employee replacements/additions.</p> <p>Christie will research if classified staff are in the same plan as faculty who are replaced automatically.</p>	
Next Meeting	Friday, September 7, 2018, 9-11 a.m., B-125.	
Adjournment	Meeting adjourned at 10:42 a.m.	