

SBVC
Program Review

September 1, 2023
9:00-10:30 a.m.

MINUTES

San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.

Members:

	A	P		A	P
Dani Graham- Co-Chair		X	Jeremiah Gilbert	X	
Joanna Oxendine- Co-Chair		X	Jessy Lemieux		X
Shyla Cobbett		X	Kay Dee Yarbrough		X
Ana Mayo		X	Kenny Melancon		X
Andre Wooten	X		Leif Andersen	X	
Daihim Fozouni		X	Maria Valdez	X	
Daniel Algattas	X		Patricia Wall		X
David Smith		X	Robyn Seraj	X	
Dominique Johnson		X	Tim Hosford		X
Dr. Dina Humble	X		Stacy Meyer	X	
Eric Morden		X	Vanessa Thomas	X	
Frank Dunn	X		Victoria Anemelu		X
Jaime Garcia		X	Yvette Lee		X

TOPIC	DISCUSSION	FURTHER ACTION
1) Call to Order.	Dani Graham called to order at 9:09 AM with a warm welcome and introductions of all attendees.	
2) Approval of minutes May 5, 2023	A motion was made by Jessy to approve the minutes, seconded by Joanna. The motion passed unanimously. The committee reviewed the attendance records for the May 5, 2023, meeting. It was noted that attendance details would be updated before posting them on the website.	
3) Committee Charge and Purpose of Program Review	Dani initiated a discussion on the committee's charge and purpose. The committee collectively reviewed and modified the wording as follows: <ul style="list-style-type: none"> The Program Review Committee guides and serves as a resource for the process of self-evaluation of all instructional and service areas for regular assessment of San Bernardino Valley College programs. Program Review is conducted by authorization of the SBVC Academic Senate. Guide the college through an ongoing self-examination of how effectively programs and services are aligned with its mission, 	

	<p>vision, and values through a structured process.</p> <ul style="list-style-type: none"> • Foster a culture of continuous improvement. • Contribute information and recommendations to other college processes and committees. 	
<p>4) ASPIRE Process 2023</p> <ul style="list-style-type: none"> a) Overview of the process b) Feedback so far c) Plans forward. 	<p>Dani provided an overview of the program review process, highlighting the following key points:</p> <ul style="list-style-type: none"> • Program review is completed annually during the fall semester over a 6-year cycle. • The annual process includes 6 steps/pieces, with a changing focal point or lens each year. • A cohort model is used, and committee peer coaches are crucial in supporting the process. • Emphasis was placed on the newness of the process. • The committee discussed the need for a single document to capture the entire process as a reference guide. Joanna committed to working on this. • Dani clarified that steps 1 and 2 will be completed in the current year, eliminating the need for them to be redone next year. SWOT analysis will be conducted annually, leading to some confusion about steps versus years. 	
<p>5) Resource Requests @ SBVC</p> <ul style="list-style-type: none"> a) Updates on the 2022-23 cycle b) Revisions for 2023-24 cycle 	<p>Joanna highlighted challenges in the resource request and needs assessment process, particularly focusing on timing issues and the fragmented nature of program efficacy evaluation. The committee emphasized the significance of the final efficacy question in Meta, "What resources do you need to achieve these goals?" Colleagues raised concerns about its impact on committee ranking methods, rubric usage, and an overemphasis on grading instead of addressing campus needs.</p> <p>Given colleagues' time and engagement constraints, the committee is contemplating its future role. It is suggested that a different committee, consisting of members from the program review, the budget committee, and the college council, could be more beneficial in gathering comprehensive information and discussing campus needs rather than merely ranking them. This approach aims to promote</p>	

	<p>more informed decision-making rather than focusing on grading writing ability in program reviews.</p> <p>Additionally, the committee discussed the suitability of the annual process for CTE programs, considering that the requirements for CTE stem from the Title 5 ED code.</p>	
<p>6) Next meeting</p> <p>Friday, September 15, 2023, B-100</p>		

Additional Information:

<p>August 10, 2023</p> <p>9:00 – 11:30 am</p>	<p>Opening ASPIRE Workshop</p>	<p>B100</p>
<p>August 18, 2023</p> <p>9:00 – 10:30 am</p>	<p>Meta Training</p>	<p>LIB-109 HYB*</p>
<p>September 15, 2023</p> <p>9:00 – 10:30 am</p>	<p>Cohort Meeting: Mission, Vision, and Values</p>	<p>B100</p>
<p>September 29, 2023</p> <p>9:00 – 10:30 am</p>	<p>Cohort Meeting: Data Resources/SWOT</p>	<p>Zoom</p> <p>Meeting ID: 875 5262 5249</p>
<p>October 20, 2023</p> <p>9:00 – 10:30 am</p>	<p>Cohort Meeting: Planning & Goals</p>	<p>B100</p>
<p>November 17, 2023</p> <p>9:00 – 10:30 am</p>	<p>Cohort Meeting: Resource Requests</p>	<p>B100</p>
<p>January 10, 2024</p> <p>Time TBA</p>	<p>Closing ASPIRE Workshop</p>	<p>B100</p>