

SBVC
Program Review

September 2, 2022
9:00-10:30 a.m.
Zoom Conference Room

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
Celia Huston- Co-Chair		x	Dominique Johnson		X
Joanna Oxendine- Co-Chair		X	Yvette Lee		x
Leif Andersen		X	Jessy Lemieux		x
Victoria Anemelu		X	Michael Mayne		x
Anthony Blacksher		X	Berchman Melancon		x
Shyla Cobbett		X	Stacy Meyer		x
Christopher Crew		X	Erik Morden		x
Frank Dunn		X	Girija Raghavan		X
Diahim Fozouni		X	David Smith		X
Jaime Garcia	X		Bethany Tasaka	X	
Jeremiah Gilbert		X	Shalita Tilman	x	
Danielle Graham		X	Maria Valdez		x
Timothy Hosford		X	Patricia Wall		x
Dina Humble	X		Kay Dee Yarbrough		x
Daniel Algattas		x	Vanessa Thomas		x

TOPIC	DISCUSSION	FURTHER ACTION
1. Call to Order.	Celia Houston called the meeting to order at 9:05 am.	
2. Introduction	Committee members introduced themselves.	
3. Approval of minutes	N/A	
4. Purpose and Intent of Program Review	Celia reviewed the legal requirements of program review; Title 5 outlines the role of the Academic Senate. Jeremiah reviewed the Academic Senate structure and reporting requirements. Celia reviewed Committee Membership requirements. Discussed the process and the programs that the program review oversees.	
5. Program Review a. Needs Assessment	Celia reviewed the needs assessment done in the fall semester. David explained that the various divisions and departments outline and rank themselves the needs the departments have	

	accrued; they must be justified and described with a forms process. Celia reviewed trying to remove bias and ranking the needs assessment by looking at the campus with a rubric-based form and working on the guidelines in the program review. Drafting guidelines that list the different funding sources.	
6. Program Review b. Program Efficacy	Jessy reviewed that Program Efficacy is being broken down into focus parts yearly instead of one extensive report every four years. Celia reviewed the previous process of evaluating needs assessment. Explained that the committee's role will no longer decide if a department doesn't meet the requirements. Encouraging self-reflection. Committee members to help the divisions determine if they need a presentation to apply the new process. Stacy explained the role of the committee member.	
7. Committee Work and Goals FA22	Get the framework of the new process out to the campus so that people understand the new process when the spring semester comes. The framework will be reviewed more at the next meeting. Interact within the divisions. Needs Assessment 22-23 Funding Guidelines & Processed, Vetting SWOT Program Efficacy Process, Facilitating Program Efficacy in SP23 Review: Faculty Replacement Rubric, Program Discontinuance, EMP	
8. Next Meeting: Friday, September 16, 2022		

Additional Information:

[2022-2023 Needs Assessment Timeline](#)

August 29, 2022 – Needs Assessment Forms sent to Managers and Department Chairs

September 23, 2022 – Needs Assessment Workshop 9:00-10:30 am – Location TBD

October 14, 2022 – Needs Assessment Workshop 9:00-10:30 am – Location TBD

November 2, 2022 – Needs Assessment Forms due to Committee

November 4, 2022 – December 2, 2022 – Committee Prioritization

November 4, 2022 – Optional Listening Session: 3 minutes to share information with the Committee

November 12, 2022 – Optional Listening Session: 3 minutes to share information with the Committee

December 7, 2022 - Prioritization results submitted to President's Cabinet, College Council, Academic Senate, Managers, and Department Chairs

TBD – College Council completes funding process

TBD – Funding results are reported to Academic Senate, Managers, and Department Chairs