

SBVC
Program Review

September 16, 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	Yvette Lee		x
Joanna Oxendine- Co-Chair		X	Jessy Lemieux		x
Daniel Algattas	x		Michael Mayne		x
Leif Andersen		X	Berchman Melancon		x
Victoria Anemelu		x	Stacy Meyer		x
Anthony Blacksher		X	Erik Morden	x	
Shyla Cobbett		X	Girija Raghavan		x
Christopher Crew			Robyn Serja		x
Frank Dunn		x	David Smith		x
Diahim Fozouni		x	Bethany Tasaka	x	
Jaime Garcia			Shalita Tilman		x
Jeremiah Gilbert		x	Maria Valdez	x	
Danielle Graham		x	Patricia Wall	x	
Timothy Hosford		x	Kay Dee Yarbrough		x
Dina Humble		x	Vanessa Thomas		x
Dominique Johnson		x	Andre Wooten		x

TOPIC	DISCUSSION
1. Call to Order.	Celia called the meeting to order at 9:05 am.
2. Approval of the Minutes from September 2, 2022	Jessy Lemieux moved to approve Kay Dee Yarbrough second No objections, no abstain
3. Needs Assessment Process	Celia reviewed the needs assessment process developed last year, a summary of the changes, and Upcoming workshops on 9/23 and 10/14. Celia asked on-campus volunteers on Fridays to do a face-to-face workshop. Jesse, Dani, Shalita, and Stacy said they are on campus. Celia and Jonna to divide workshops between face-to-face and virtual. Celia will set up a classroom in the library and send invites to the campus community. 11/2 forms due to the committee, 11/4 committee to prioritize and optional listening session, 11/12 date changed to 11/18 for an optional listening session, 12/7 voting to be put together. Daniel will put together an input form. Celia went through each step of how to fill out the application and what acceptable answers are. Based on the score, we will submit it to the college council. Daniels put

	<p>together a great little tool to insert our scoring does all the calculations on the back end, and gives us a list in ranking order. Celia shared a link to the shared folder.</p>
<p>4. Proposed SWOT Efficacy a. Review and approve the draft of forms and instructions</p>	<p>Celia shared a draft of Micro Efficacy Year One: SWOT Overview and Reviewed five main components. The first two sections can be rolled over year to year. After this first year, unless there's a significant change in programs. Program review and needs assessment going online should be able to pull the data out and pre-populate it. The SWOT analysis departments look at strengths and weaknesses that are internal to the department. Celia reviewed examples from last year, the timeline, committee roles, and cohorts. Motion to support to take forms out for feedback from Jeremiah with a second from Dani. Celia shared a sample from the spring efficacy report. Motion not to show the form again Michael Mayne call for the question Shalita 1st Michael 2nd. If Senate does not approve the new process, Program Efficacy must be done this year, and the old process will roll out again. It must be done every six years by law.</p>
<p>5. Next Meeting</p>	<p>October 7, 2022</p>

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