

**SBVC**  
**Program Review**

October 4, 2024  
9:15-10:45 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 |
|------------------------------|---|---|-------------------|---|---|
| Davena Burns-Peters Co-Chair |   | X | Jaime Garcia      |   | x |
| Joanna Oxendine- Co-Chair    |   | X | Jeremiah Gilbert  |   | X |
| Ana Mayo                     |   | X | Kay Dee Yarbrough | X |   |
| Anthony Blacksher            | X |   | Maria Valdez      |   | X |
| Anthony Castro               | X |   | Monique Aycock    |   | x |
| Daihim Fozouni               |   | X | Nathan Yearyean   |   | X |
| Danielle Graham              |   | X | Stacy Meyer       |   | X |
| Dina Humble                  | X |   | Timothy Colbert   |   | X |
| Dominique Johnson            |   | X | Timothy Hosford   |   | X |
| Doris Ontiveros              | X |   | Vanessa Thomas    | X |   |
| Erik Morden                  | X |   | Victoria Anemelu  |   | X |
| Francisco Gonzalez           | X |   | Yvette Lee        |   | X |
|                              |   |   |                   |   |   |
| Shyla Cobbett Admin.         |   | X |                   |   |   |
| Guests                       |   |   |                   |   |   |
| Dan Mayo                     |   | X | Fernando Gomez    |   |   |
| Thomas Berry                 |   |   |                   |   |   |

| TOPIC                                                                                       | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | FURTHER ACTION |
|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1) Call to Order and Roll Call                                                              | Meeting called to order at 9:21 am                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                |
| 2) Rules of Proxy (Action Item)<br>a. Notification<br>b. Frequency<br>c. Membership removal | The committee discussed and voted on the following proxy rules: <ul style="list-style-type: none"> <li>• Notification: Co-chairs must be notified before the meeting. One proxy per person allowed. Proxy cannot be a current committee member.</li> <li>• Frequency: No set rule, to be determined on a case-by-case basis.</li> <li>• Membership removal: For those not communicating or attending.</li> </ul> Motion on proxy rules made by S. Meyer, seconded by D. Fozouni. Passed unanimously. |                |
| 3) ASPIRE Process 2024-25<br>a. Needs Request 2024-25 (Action Item)                         | The committee discussed options for handling needs requests: <ol style="list-style-type: none"> <li>1. Continuing the current process</li> <li>2. Make changes to needs request while proceeding</li> </ol>                                                                                                                                                                                                                                                                                          |                |

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|                                                                                                                                                                                                 | <p>3. Improve needs request process, not conduct needs request this year, make recommendations to cabinet, rollover 2023-24 requests</p> <p>Key discussion points:</p> <ul style="list-style-type: none"> <li>• Programs write growth needs in Program Review</li> <li>• Consider removing ranking altogether</li> <li>• Let cabinet fund based on division requests</li> <li>• Program Review committee to focus on reviewing if needs requests are supported by Program Review documents</li> </ul> <p>Motion by J. Oxendine to allow needs request process for 2024-25, with committee deciding on specifics at next meeting.<br/> Seconded by T. Hosford.<br/> Vote: S. Meyer – No<br/> J. Gilbert - Abstain<br/> The remaining members in favor<br/> Motion passed.</p> |  |
| <p>4) Program Review 2024-2025 Timeline (action item)</p> <p>a) Workshop and training support needed</p>                                                                                        | <p>The committee agreed to have chairs create the timeline.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <p>5) Year Two Questions (1st Read)</p> <p>a) Review questions outlined in pilot</p> <p>b) Determine additional questions or information</p>                                                    | <p>The committee discussed how to handle programs that missed the previous year's review:</p> <ul style="list-style-type: none"> <li>- Debate on whether to require catch-up or allow programs to start with the current year</li> <li>- Concerns about maintaining institutional knowledge and fairness</li> <li>- Discussion on the purpose of Program Review: continuous improvement vs. budget requests</li> </ul> <p>ASPIRE Year One "Catch-up"<br/> After extensive discussion,<br/> "To allow those who did not participate this year to jump into year two and track who did not participate in year one for accreditation purposes."<br/> Motion – J. Garcia<br/> 2nd-S. Meyer<br/> Unanimous<br/> No opposition<br/> No Abstention</p>                             |  |
| <p>6) Programs Required to Complete ASPIRE (Discussion)</p> <p>a. Definition of a Program</p> <p>b. Identify and adopt categories</p> <p>c. Identify and adopt programs under each category</p> | <p>Discussed the definition of a program and which should complete the Program Review. Consensus that student-facing programs should be included. List of those who don't belong in PR and send them where they belong.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |

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| <p>7) Past Business</p> <p>a) Annual ASPIRE 2023-24 Report</p> <p>b) Resource Request 2023-24 Allocation results, faculty positions</p> | <p>Not discussed</p>                                                                                    |  |
| <p>8) Announcements and Meeting Closure</p>                                                                                             | <p>The meeting was adjourned at 10:41 am.</p> <p>The next meeting is scheduled for October 18, 2024</p> |  |

Additional Information: