

**SBVC**  
**Program Review**

November 4, 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	X		Robyn Serja		X
Frank Dunn	X		David Smith		X
Diahim Fozouni		X	Bethany Tasaka		X
Jaime Garcia	X		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				

TOPIC	DISCUSSION	FURTHER ACTION
1. Call to Order.	Celia Houston called the meeting to order at 9:05 am.	
2. Approval of minutes	Minutes motion to approve – Stacy Meyer second David Smith, no nays, Joanna Oxendine and Michael Mayne abstain.	
3. Needs Assessment Norming Session Needs Assessment Listening Sessions	Request from VP's and Deans to extend the deadline for needs assessment. Areas didn't realize they could write and there are no longer restrictions for those on probation. Suggestion 1 – extend by two weeks and still complete rankings by 12/9 Suggestion 2 – extend to 12/9 and do rankings in January and get it by early February. Per Celia we have four instructional divisions only, social sciences rolled over completely, humanities, science, CTE, academic support and learning services. Nothing from the Math or Social Sciences office wants to submit.	<a href="#">Extend deadline to 11/23/22</a> <a href="#">Listening sessions 11/18/22 and 12/2/22</a> <a href="#">Results completed by 12/9/22</a> <a href="#">Submit to college council</a>

	<p>After discussion – extending 2/2 ½ weeks is sufficient.          Joanna Oxendine moved to extend deadline to Nov. 23          Michael Mayne - Second</p>	<p>before finals start.</p>
<p>4. SWOT Efficacy Review</p>	<p>Joanna took swat efficacy to joint cabinet for feedback. Consensus and positive feedback regarding the new process the committee is moving towards. They like the idea of SWAT and the idea of chunking things was good for continual improvement. Questions: how the process um will work to build a culture of communication to combat the continued silo work of the chairs typically doing program review efficacy forms by themselves. How is the committee going to encourage collaborative discussion. What happens when the programs don't look at their own data and operations. Another question speaks more to C.T.A. and the contract is at what point, and how can we address individual faculty who have consistently low success rates.          Celia – doesn't feel like as a committee they are ready to launch the process. Discussion about holding, talk with people, and work as a committee more on the process as a whole.          Committee agreed they are not ready to launch in January.          Motion to run a pilot in the spring with support from Academic Senate and College Council, roll out campus wide in the fall.          Joanna Oxendine so motion – Stacy Meyer second – plan passed</p>	<p>Celia will send out an appeal to everybody and follow up with approaches to let them know how valuable their input is and let them know they get an opportunity to shape the process going forward by participating</p>
<p>5. Next meeting          Friday, November 18, 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