SBVC
Program Review

November 18, 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.	Joanna Oxendine called the meeting to order at 9:03 am.	
2. Approval of minutes	Minutes motion to approve – David Smith 2nd- Michael Mayne – with corrections Abstain – Anthony Blacksher, Dina Humble No opposition Minutes passed	Edit typo SWAT to read SWOT
3. Recap of the last meeting – SharePoint Review	Joanna shared the screen and SharePoint link to review the needs requests received. Look at how they would be scored to have an idea and collective sense of what should be looked at. Kenny would like confirmation emails to be sent for needs received. Daniel update – Google for our spreadsheet, let him know, and they'll get it out ASAP. Celia built out the needs spreadsheet; Joanna reviewed tabs and cells with the explanation. Reviewed SharePoint on where to view requests already in. The committee can ignore the first page; instructions were unclear;	Confirmation emails are to be sent for needs received. Daniel will send out a google form link. Daniel and Joanna to work on a

	Celia and Joanna will take care of the first page. (part one data for instructional programs). Scoring needs to be done for Student Services. Reviewed rubric and how to read through narrative. New this year, one form for multiple needs. The committee will split them out. Each area will be scored separately. Michael reminded people not to take cost a determination. The committee is to determine if there is a need, not the cost. Yvette recommended a mentorship to allow newbies to pair up with a returning member to learn the process. David Smith asked for clarification on ignoring the cost of the need. Michael explained why the cost factor was removed. Jessy presented the new SWOT Efficacy format at Academic Senate and extended the invitation for departments/programs to participate in our pilot this spring. Joanna will share the same information with student and administrative services in hopes that we will get volunteers for the pilot from multiple and diverse areas of campus. Jessy presented the new SWOT Efficacy format at Academic Senate and extended the invitation for departments/programs to participate in our pilot this spring.	spreadsheet separating out the requests.
4. Presentations – Robyn Seraj Maria Valdez Lucas Cuny	Robyn presented for the nursing department. Maria presented for psych tech Lucas presented for FTES	
5. Mentorship	Anthony requested to sit with a returning committee to score appropriately. Maria requested the same.	Joanna will send an email to allow matching new/old members.
6. Next meeting Friday, December 2, 2022	Mandy with Art to present at 9:30.	

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