

SBVC
Program Review

February 24, 2023
9:00-10:30 a.m.
Zoom Conference Room

MINUTES

San Bernardino Valley College provides innovative instructional programs and cohesive student services to support the educational goals of a culturally diverse community of learners by engaging in continuous improvement and actively working towards an antiracist culture to foster an environment of meaningful learning and belonging for our students, employees, and the community.

Members:

	A	P		A	P
Celia Huston- Co-Chair		X	Yvette Lee		X
Joanna Oxendine- Co-Chair	X		Jessy Lemieux	X	
Alexus Alcantar	X		Michael Mayne		X
Daniel Algattas	X		Berchman Melancon	X	
Victoria Anemelu		X	Stacy Meyer	X	
Thomas Berry	X		Erik Morden	X	
Anthony Blacksher	X		Girija Raghavan	X	
Shyla Cobbett		X	Robyn Serja		X
Frank Dunn	X		David Smith		X
Daihim Fozouni		X	Shalita Tilman		X
Jaime Garcia		X	Maria Valdez		X
Jeremiah Gilbert	X		Patricia Wall		X
Danielle Graham		X	Kay Dee Yarbrough		X
Timothy Hosford		X	Vanessa Thomas	X	
Dina Humble		X	Andre Wooten	X	
Dominique Johnson	X		Leif Anderson		X

TOPIC	DISCUSSION	FURTHER ACTION
1. Call to Order and Welcome	Call to order at 9:05 am.	
2. Approval of Minutes	Motion to approve – December 2, 2022, and January 20, 2023 – Patti Wall 2 nd – Yvette Lee Abstain -	Amend the date on December 2, 2022, to reflect the correct date.
3. Needs Assessment Ranking	Celia shared PowerPoint -reviewed the Needs Assessment results. She will email them to the members. Results will be posted on the website. Discussion on improving the process of scoring. Requests for more member participation, confirmation of scores submitted, and possible in-house scoring sessions. Reviewed the Needs Assessment process timeline and the necessity for doing it in the fall due to the budget.	

<p>4. Workshop Questions and Feedback</p>	<p>Celia – Good feedback regarding the workshop in January. Discussed what worked—discussed consequences for those who do not participate—a recommendation to share the submissions, especially those that received high rankings—transparency – putting up voting results without names attached to a secure site with a log-in. Mission, Vision, & Values video emailed on 2/15/23. Writers are working on Parts 1 & 2 Mentors send an encouraging email. Watch the video. Should be working on/have completed Parts 1 & 2 Reminder Data and SWOT Workshop on 3/3/23 via Zoom 9:00 am – 10:30 am Mentors arrange Zoom meetings for questions, review, and feedback on Parts 1 & 2 before 3/3/23</p>	
<p>5. Constructive Feedback</p>	<p>Celia gave recommendations for giving constructive feedback. Reframing sentences to encourage writers, share ideas, etc. Ask Yourself How do you give feedback to students? What type of feedback would you like to receive? Avoid Using Language Associated with Old Process Does Not Meet, Probation, Conditional AVOID!! Killer comments Automatic stamp of approval Monopolizing the discussion Getting off track</p>	
<p>6. Pilot Next Steps</p>	<p>Data workshop looking at data dashboards and looking for volunteers. Looking at what a SWOT is and how they can use their data and program knowledge to fill it out so that it's easy for the committee to read and review, some SWOT things will support the needs assessment request next year—Drop-in Date lab on the 10th. March 3, 2023: Zoom Workshop 9:00 am – 10:30 am Where to find Data Part 2: S.W.O.T. March 10, 2023: Drop-In Data Lab via Zoom 9:00 am – 10:30 am Volunteers Needed March 15, 2023: Planning Goals Tutorial Released March 21, 2023: Drop-In Lab via Zoom 9:00 am – 10:30 am Volunteers Needed Mentors set up a Zoom meeting before 3/31/23. Final Drafts Due 4/6/23</p>	<p>Celia will send a list of dates.</p>

	In-Service Day 4/11/23	
7. CurricUnet Meta Program Review Module	Kay Dee shared information on CurricUnet and demonstrated a test SWOT draft.	

Additional Information: