

SBVC
Program Review

April 21, 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 - Jessie 2 nd - Joanna Abstain – none Unanimously passed	Minutes will be corrected to remove the period after academic
3. Committee Engagement	Reviewing committee membership and engagement. Retirements, conflicts, identifying gaps, work with Senate to address. If people know that they have conflicts, time conflicts that we potentially identify those so that we can identify any gaps that we are going to have in the committee, and then work with the Davena and Academic Senate to try to address those to make sure that we have a fully present and engage committee right when it comes to actually completing those like the resource for request rubrics, and making sure that we are fairly assessing everybody, and that we are getting enough eyes on things.	

<p>4. Resource Request Rubric</p>	<p>Embed in Meta, finalize version to submit for inclusion, Fall 23 rubric with updated process language, and review & finalize. Discuss to understand the points system and possibly remove the range. Giving 1,2,3. Pros and cons discussed the decision to stay with the 1-10 and revamp the way it's presented.</p> <ol style="list-style-type: none"> 1. Mission Vision Values – feedback for language update -no changes made. 2. SWOT & Goals – changes made <ul style="list-style-type: none"> • "clearly supports" to "clearly supported by." • "data analysis, Outcomes, and Planning, or moderately supported by 1 area" to "written request is minimally supported by evidence from the SWOT analysis." 3. Student Success & Satisfaction – remove "1 point of data" and replace with "data and evidence" moderately supported, well supported, etc. 4. Employee Levels – should only be included if a staff or faculty request is being made, not when equipment is requested. <p>These revisions will be put together as our finalized version and sent to Kay Dee, and we'll bring it back and share it at the next meeting. If any follow-up is needed, it will be addressed at the next meeting.</p>	
<p>5. Lessons from In-Service Day & Pilot</p>	<ol style="list-style-type: none"> 1. Detailed Schedule - working to create a more detailed schedule with those in-person meetings, more frequent cohort meetings where you get together and have time for discussion, detailed schedule with deadlines attached to them. 2. Mentor Support – how much support do you want? Training? sample email messages that you would send out, for example, with reminders. 3. Examples/Best Practices – look at examples to recognize what is a good version, what is a bad version, and what it should look like in the end. Set up the process on Canvas. Using tools that are available to make the process work better. 4. Canvas Cohorts - Set up the process on Canvas. Using tools that are available to make the process work better. 5. New process better for non-Instructional- this process is better for the noninstructional side of the house, and it worked better. It made more sense to them that it was a smoother process. 	

	6. Feedback, participation, cross-campus perspective - addressing different levels of participation where some groups had great participation really felt a lot of value out of it.	
6. Themes	Need for non-instructional data considerations, ways to access or collect data, or data dashboards. Concern regarding student success and retention in DE courses PD to support faculty facilitation of student success. Student Hub in Canvas Tech Support needs.	
7. ASPIRE 23-24	11 cohorts 7 writers + 1 Mentor	
8. Next meeting	May 5, 2023	

Additional Information:

ASPIRE schedule for the Fall.

Date		Location
August 8, 2023 9:00 am – 10:00 am	Committee meeting to prepare for ASPIRE Workshop on August 9, 2023	Online
August 9 or 10, 2023 3 hours	Opening ASPIRE Workshop (Before Div/Dept meetings)	B100
August 18, 2023 9:00 am – 10:30 am	Meta Training	Library
September 15, 2023 9:00 am – 10:30am	Cohort Meeting: Mission, Vision, and Values	B100
September 29, 2023 9:00 am – 10:30 am	Cohort Meeting: Data Resources/SWOT	B100
October 20, 2023 9:00 am – 10:30 am	Cohort Meeting: Planning & Goals	B100
November 17, 2023 9:00 am – 10:30 am	Cohort Meeting: Resource Requests	B100
January 10, 2024 3 hours	Closing ASPIRE Workshop	B100