

Program Review 2019-2020: Minutes

Program Review met on the following dates during the 2019-2020 academic year:

September 20

October 4

October 18

November 1

November 15

December 6

January 17

January 31

February 21

March 6

April 3

April 17

May 8

see below for minutes

SBVC
Program Review

9/20/2019
9:00 a.m. – 11:00 a.m.
B-204

MINUTES

Members:	Daniel Algattas	A	Sandra Moore	X	X = Present A = Absent
	Keynasia Buffong	X	Krista Ornelas-Mora	A	
	Paula Ferri-Milligan	X	Miguel Ortiz	X	
	Angela Grotke	X	Joanna Oxendine	X	
	Todd Heibel	X	Girija Raghavan	X	
	Tim Hosford	X	Jose Recinos	A	
	Robert Jenkins	X	Johnny Roberts	X	
	Wallace Johnson	X	David Smith	X	
	Carol Jones	X	Shalita Tillman	X	
	Edward Jones	A	Anna Tolstova	X	
	Judy Joshua	X	Abena Wahab	X	
	Melissa King	X	Kay Dee Yarbrough	A	
	Joel Lamore	X	Jennifer Albizures, Student	X	
	Michael Mayne	A	Gabriela Ramirez Lara, Student	X	
Kenny Melancon	X	Albert Ramirez, Student	X		
Botra Moeung	A				

TOPIC	DISCUSSION	FURTHER ACTION
Approval of August 30, 2019 Minutes	Motion to approve minutes-Anna Tolstova. Seconded-David Smith. Minutes approved.	
Review and Revision of Efficacy Forms	<p>J. Lamore worked on the Needs Assessment Resource site on the website. Forms and support are available on the website. We want this to be a one-stop shop.</p> <p>EMPs don't include summer school, but success and FTEs are high in the summer. This is an important issue.</p> <p>For unranked programs, the division will put them at the bottom.</p> <p>P. Ferri-Milligan sent emails to the probationary programs. Someone from Program Review will be assigned to work with them. Two programs responded who will submit revised reports by October 4.</p>	
Continuation of Four-Year Efficacy Rotation Discussion	<p>The Four-Year Efficacy Rotation is up to date.</p> <p>We are considering having the deans meet with the Program Review Committee when they put a program on the rotation and developing a process for programs to be put into the rotation.</p> <p>We would like to develop some guidelines to determine if a program is large enough to be in the rotation. Funding is also an important consideration.</p>	<p>At College Council P. Ferri-Milligan will present having a process for programs to be put into the rotation.</p> <p>P. Ferri-Milligan will write a paragraph for the efficacy form</p>

	<p>We reviewed forms and took suggestions to make changes:</p> <p>Student Services- Internal data collection needs to be representative to the specific population. Change “weakness” to “challenge” Bold ‘Planning’ Make two sentences for challenges/trends and planning Make “evidence” part of the introductory philosophy paragraph Break up “technology”</p> <p>Instruction-Clarify “Includes examples of culture and climate” For facilities, describe the current facilities situation.</p> <p>Administrative Services- Change “for your students” to “educational environment”. Put in reference numbers that they can call. Change “and other supporting information” to “and other information that supports your assessment.”</p>	<p>regarding addressing issues.</p> <p>P. Ferri-Milligan will make revisions and bring revised forms back to the committee for review.</p>
Adjournment	The meeting was adjourned at 10:49 a.m.	
Next Meeting	Friday, October 4, 2019, 9:00-11:00, in B-204	

SBVC
Program Review

10/04/2019
9:00 a.m. – 11:00 a.m.
B-204

MINUTES

Members:	Daniel Algattas	X	Krista Ornelas-Mora	A	X = Present A = Absent
	Keynasia Buffong	X	Miguel Ortiz	A	
	Paula Ferri-Milligan	X	Joanna Oxendine	X	
	Angela Grotke	X	Girija Raghavan	A	
	Todd Heibel	X	Jose Recinos	A	
	Tim Hosford	X	Johnny Roberts	X	
	Robert Jenkins	A	David Smith	X	
	Wallace Johnson	X	Shalita Tilman		
	Carol Jones	X	Anna Tolstova	X	
	Edward Jones	X	Abena Wahab	X	
	Judy Joshua	X	Kay Dee Yarbrough	X	
	Melissa King	X	Jennifer Albizures, Student	A	
	Joel Lamore	X	Gabriela Ramirez Lara, Stu	A	
	Michael Mayne	A	Albert Ramirez, Student	A	
	Botra Moeung	A			
	Kenny Melancon	X	Kevin Grisham	X	
Sandra Moore	X	Dina Humble	X		

TOPIC	DISCUSSION	FURTHER ACTION
Approval of September 20, 2019 Minutes	Motion made by J. Lamore to approve September 20 minutes; seconded by A. Tolstova; minutes approved	
Addition To Forms	<p>MOTION: J. Lamore motioned to reject the proposal to include the disaggregation of SLO data in Program Review in the Spring to satisfy Standard 1.B.6. for Accreditation. W. Johnson seconded. All in favor 15; oppositions 0; abstentions 2. Motion Passed. We do need to get this promulgated, but this is too much to do for the spring.</p> <p>We will take Generation Go off of the list for Program Review per P. Quash's request.</p> <p>P. Ferri-Milligan has made the request to increase the reassigned time for the co-chair of the Program Review Committee to begin in fall 2020 from .38 to .58. The request was supported by the Academic Senate. The change is being considered by Administration but no decision has been made.</p>	
Revised Efficacy Forms	Instruction: On the coversheet we will put an explanation of what counts as evidence.	
Workshop	Worked with programs on their needs assessment documents.	
Adjournment	The meeting was adjourned at 10:50 a.m.	
Next Meeting	Friday, October 18, 2019, 9:00-11:00, in B-204	

SBVC Program Review

10/18/2019
9:00 a.m. – 11:00 a.m.
B-204

MINUTES

Members:	Daniel Algattas	X	Botra Moeung	X	X = Present A = Absent
	Keynasia Buffong	X	Sandra Moore	X	
	Paula Ferri-Milligan	X	Miguel Ortiz	A	
	Angela Grotke	X	Joanna Oxendine	A	
	Todd Heibel	X	Girija Raghavan	A	
	Tim Hosford	A	Jose Recinos	X	
	Robert Jenkins	A	Johnny Roberts	A	
	Wallace Johnson	X	David Smith	X	
	Carol Jones	X	Shalita Tilman	X	
	Edward Jones	A	Anna Tolstova	A	
	Judy Joshua	X	Abena Wahab	X	
	Melissa King	X	Kay Dee Yarbrough	X	
	Joel Lamore	X	Jennifer Albizures, Student	A	
	Michael Mayne	A	Gabriela Ramirez Lara, Stu	A	
	Kenny Melancon	X	Albert Ramirez, Student	A	
		Celia Huston--Guest			

TOPIC	DISCUSSION	FURTHER ACTION
Approval of October 14, 2019 Minutes	Motion to approve minutes- Joel Lamore. Seconded- Kenny Melancon. Minutes approved.	
Accreditation	<p>Celia Huston spoke to the committee to explain how the disaggregation of SLO data works. She said that there are 2 ways to disaggregate: by mode of instruction and by special population. The Accreditation Committee will pull the information from the Cloud and put it into the SLO report formats that are needed. J. Lamore stated that we need a definition of what disaggregation is, and we need more explanation and training about the process, and what information is available to us. C. Huston stated that they can provide full campus training if requested, as this information is needed for accreditation.</p> <p>MOTION: J. Lamore motioned to put a hold on the no vote, and to form a work group on how to readjust the rubric. W. Johnson seconded. All in favor 17; oppositions 0; abstentions 0. Motion Passed.</p> <p>Members of the work group will be: J. Lamore, W. Johnson, K. Melancon, D. Smith, C. Huston, C. Jones.</p>	
HVAC-Probationary Report	<p>Curriculum has been addressed.</p> <p>MOTION: J. Lamore motioned for Continuation; P. Ferri-Milligan seconded. All in favor 20; no oppositions; abstentions 1. Motion Passed.</p>	

Workshop	Worked with programs on their needs assessment documents from 9:30-11:00.	
Adjournment	The meeting was adjourned at	
Next Meeting	Friday, November 1, 2019, 9:00-11:00, in B-204	

SBVC
Program Review

11/1/2019
9:00 a.m. – 11:00 a.m.
B-204

MINUTES

Members:	Daniel Algattas	X	Sandra Moore	X	X = Present A = Absent
	Keynasia Buffong	X	Miguel Ortiz	A	
	Paula Ferri-Milligan	X	Joanna Oxendine	X	
	Angela Grotke	X	Girija Raghavan	A	
	Todd Heibel	X	Jose Recinos	A	
	Tim Hosford	X	Johnny Roberts	X	
	Robert Jenkins	A	David Smith	X	
	Wallace Johnson	X	Shalita Tilman	A	
	Carol Jones	X	Anna Tolstova	X	
	Edward Jones	A	Abena Wahab	A	
	Judy Joshua	A	Kay Dee Yarbrough	X	
	Melissa King	X	Jennifer Albizures, Student	A	
	Joel Lamore	X	Gabriela Ramirez Lara, Stu	A	
	Michael Mayne	A	Albert Ramirez, Student	A	
	Kenny Melancon	A			
Botra Moeung	A				

TOPIC	DISCUSSION			FURTHER ACTION																																				
Faculty Issues	<p>MOTION: J. Lamore motioned to remove Political Science from the list because it was late, and the document was weak; P. Ferri-Milligan seconded. All in favor 12; no oppositions; abstentions 1. Motion Passed.</p> <p>Removed History from the list per request of Colleen Calderon.</p>																																							
Faculty Rankings	<table border="1"> <tr><td>1</td></tr> <tr><td>2</td></tr> <tr><td>3</td></tr> <tr><td>4</td></tr> <tr><td>5</td></tr> <tr><td>6</td></tr> <tr><td>7</td></tr> <tr><td>8</td></tr> <tr><td>9</td></tr> <tr><td>10</td></tr> <tr><td>11</td></tr> <tr><td>12</td></tr> </table>	1	2	3	4	5	6	7	8	9	10	11	12	<table border="1"> <tr><td>Physics</td></tr> <tr><td>Child Development</td></tr> <tr><td>Middle College Counselor</td></tr> <tr><td>Biology</td></tr> <tr><td>Psychology</td></tr> <tr><td>DE Coordinator</td></tr> <tr><td>Chemistry</td></tr> <tr><td>Behavioral Counselor</td></tr> <tr><td>Art</td></tr> <tr><td>CIT</td></tr> <tr><td>Culinary Arts</td></tr> <tr><td>Aeronautics</td></tr> </table>	Physics	Child Development	Middle College Counselor	Biology	Psychology	DE Coordinator	Chemistry	Behavioral Counselor	Art	CIT	Culinary Arts	Aeronautics	<table border="1"> <tr><td>9 votes</td></tr> <tr><td>11 votes</td></tr> <tr><td>8 votes</td></tr> <tr><td>6 votes</td></tr> <tr><td>9 votes</td></tr> <tr><td>9 votes</td></tr> <tr><td>9 votes</td></tr> <tr><td>9 votes</td></tr> <tr><td>5 votes</td></tr> <tr><td>8 votes</td></tr> <tr><td>9 votes</td></tr> <tr><td>10 votes</td></tr> </table>	9 votes	11 votes	8 votes	6 votes	9 votes	9 votes	9 votes	9 votes	5 votes	8 votes	9 votes	10 votes	
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	13	English	11 votes	
	14	Geography	8 votes	
	15	Human Services	11 votes	
	16	Communication	10 votes	
	17	Welding	11 votes	
	18	Geology/Oceanography	11 votes	
	19	Psychology Second	9 votes	
	20	Electrical Accelerated	7 votes	
	21	HVAC	9 votes	
	22	Biology	7 votes	
	23	English	9 votes	
	24	ASL	7 votes	
	25	Diesel	8 votes	
	26	Radio/TV	8 votes	
	27	Baking	9 votes	
	28	Chemistry2	10 votes	
	29	Electricity Regular Program		
Classified Rankings	1	Research Analyst	9 votes	
	2	Early College Program Coordinator	5 votes	
	3	Applied Technology Division Secretary	2 votes	
	4	Secretary 2 Science Division	12 votes	
	5	Physics Assistant Lab Technician	9 votes	
	6	Administrative Services Technical Support	10 votes	
	7	Secretary 2 Humanities	10 votes	
	8	Athletic Trainer	10 votes	
	9	Welding Lab Technician	12 votes	
	10	Health Science Simulation Technician	10 votes	
	11	Grounds	11 votes	

	12	Custodial	12 votes	
	13	Health Services Clerical Assistant	9 votes	
	14	Administrative Services Computer Technician	10 votes	
	15	Theatre Technician	9 votes	
	16	Culinary Arts Lab Technician	7 votes	
	17	Early College Technician 2	8 votes	
	18	Humanities Music Accompanist	7 votes	
	19	Aeronautics Lab Technician	8 votes	
	20	Physical Science Lab Technician	9 votes	
	21	Chemistry Lab Technician	8 votes	
	22	Art Lab Technician	7 votes	
	23	Academic Division Secretary	8 votes	
	24	Biology Lab Technician	10 votes	
	25	Electrical Lab Technician	10 votes	
	26	HVAC Lab Technician	9 votes	
	27	Grounds	10 votes	
	28	Auto Collision Lab Technician	6 votes	
	29	Early College Technician 2	6 votes	
	30	Chemistry Lab Technician	9 votes	
	31	Cuinary Arts Lab Technician	9 votes	
	32	Biology Lab Technician	6 votes	
Requests	Diesel asked for laptops. This should go to the Technology Committee.			
Adjournment	The meeting was adjourned at			
Next Meeting	Friday, November 15, 2019, 9:00-11:00, in B-204			

SBVC
Program Review

11/15/2019
9:00 a.m. – 11:00 a.m.
B-204

MINUTES

Members:	Daniel Algattas	A	Botra Moeung	A	X = Present A = Absent
	Danny Babin	X	Sandra Moore	X	
	Keynasia Buffong	A	Miguel Ortiz	A	
	Paula Ferri-Milligan	X	Joanna Oxendine	X	
	Angela Grotke	X	Girija Raghavan	X	
	Todd Heibel	X	Jose Recinos	X	
	Tim Hosford	A	Johnny Roberts	X	
	Robert Jenkins	X	David Smith	X	
	Wallace Johnson	A	Shalita Tilman	A	
	Carol Jones	X	Anna Tolstova	X	
	Edward Jones	A	Abena Wahab	X	
	Judy Joshua	A	Kay Dee Yarbrough	X	
	Melissa King	X	Jennifer Albizures, Student		
	Joel Lamore	X	Gabriela Ramirez Lara, Stu		
	Michael Mayne	A	Albert Ramirez, Student		
	Kenny Melancon	X			

TOPIC	DISCUSSION			FURTHER ACTION
Business	Joel Lamore and Carol Jones will be co-chairs. .58 reassigned time has been approved for the spring. MOTION: J. Lamore motioned to move the request for the repair of the laminating machine from Child Development to the bottom of the list. There was no second, so the request will remain as is.			
Equipment Rankings	1 2 3 4 5 6 7 8 9 10	Spectrophotometer-Chemistry Smart Board-Student Success Center HVAC Heat Pump Trainer Vernier Lab Quests Aeronautics-Hydraulic Landing Gear System Laminating Machine Repair-CD Large Periodic Tables Auto Collision Spray Booth & Installation PH Electrodes Auto Collision Measuring System for Structural Diagnostics	10 votes 9 votes 10 votes 9 votes 12 votes 10 votes 9 votes 10 votes 10 votes	

	11	Pottery Wheels-Art	10 votes	
	12	Spectrophotometer-Biology	10 votes	
	13	EKG Machines	10 votes	
	14	HVAC Commercial Refrigeration Trainers	10 votes	
	15	Machinist-Technology-CNC Lathe & Mill Machine	10 votes	
	16	Art Easels & Drawing Tables	9 votes	
	17	Exercise Mats-Kinesiology	7 votes	
	18	Spirometers	13 votes	
	19	Multipurpose RMD Welding Machines	13 votes	
	20	Fusing Kiln-Art	12 votes	
	21	Fitness Sliders	10 votes	
	22	Theatre Dream Box	12 votes	
	23	Theatre Hobby Box	9 votes	
	24	Curved Punch Mitts-Kinesiology	9 votes	
	25	Table Tennis Tables-Kinesiology	9 votes	
	26	Theatre Lockers	11 votes	
	27	Kiln-Art	9 votes	
Business-Budget Rankings	<p>MOTION: J. Lamore motioned to remove Political Science from the list because their request was turned in late; P. Ferri-Milligan seconded. All in favor 14; no oppositions; abstentions 2. Motion Passed.</p>			
Budget Rankings	1	Student Success Center Textbooks	10 votes	
	2	Writing Center Tutoring	11 votes	
	3	Student Success Center Resources	9 votes	
	4	Distance Education	10 votes	
	5	Maintenance Fees Science Division	11 votes	
	6	Aeronautics	10 votes	
	7	Anthropology	10 votes	
	8	Field Trip Money-Science Division	12 votes	
	9	Welding	11 votes	
	10	Student Conference Travel Expenses-Psychology	12 votes	

	11	Art Gallery Honorarium Marketing Insurance	8 votes	
	12	Journal Subscription-Biology	8 votes	
	13	Applied Technology Division	9 votes	
	14	Biology Specimen Collection Permits	9 votes	
	15	Music Accompanist	9 votes	
	16	Auto Collision & Repair	7 votes	
	17	Machinist Technology	9 votes	
	18	Theatre Festival Production	12 votes	
	19	History	6 votes	
	20	Program Budget-Architecture	10 votes	
	21	RTVF-Marketing	9 votes	
	22	Program Budget Environmental Science	15 votes	
	23	Supply Budget-GIS/Geography	15 votes	
	24	Supply Budget-Geology/Oceanography	15 votes	
Adjournment	The meeting was adjourned at 11:00.			
Next Meeting	Friday, December 6, 2019, 9:00-11:00, in PS-131			

SBVC
Program Review

12/06/2019
9:00 a.m. – 11:00 a.m.
PS-131

MINUTES

Members:	Daniel Algattas	X	Michael Mayne		X = Present A = Absent
	Keynasia Buffong	X	Kenny Melancon	X	
	Raymond Carlos		Botra Moeung		
	Angela Grotke	X	Sandra Moore	X	
	Paula Ferri-Milligan	X	Krista Ornelas-Mora		
	Christie Gabriel-Millette		Girija Raghavan	X	
	Todd Heibel	X	Jose Recinos	X	
	Tim Hosford		Johnny Roberts		
	Robert Jenkins		David Smith		
	Wallace Johnson	X	Anna Tolstova	X	
	Carol Jones	X	Abena Wahab	X	
	Edward Jones		Kevin Williams		
	Melissa King	X	Kay Dee Yarbrough		
	Joel Lamore	X			

TOPIC	DISCUSSION	FURTHER ACTION
Approval of November 15, 2019 Minutes	Motion to approve minutes- Carol Jones. Seconded- Paula Ferri-Milligan. Minutes approved.	
Approval of November 1, 2019 Minutes	Motion to approve minutes- Paula Ferri-Milligan. Seconded- Todd Heibel. Minutes approved	
Approval of October 18, 2019 Minutes	Motion to approve minutes- Joel Lamore. Seconded- Paula Ferri-Milligan. 1 abstention. Minutes approved.	
Business	<p>Technology Needs Prioritized. P. Ferri-Milligan will send to campus with efficacy chart.</p> <p>Generation Go has been taken off of the 4 Year Program Efficacy Rotation.</p> <p>We would like to discuss further who should put programs on or off of the program review cycle.</p> <p>We would like to take steps to get the data early this year.</p> <p>We have a lot of efficacy reviews for the spring.</p>	
Training for Disaggregated Data Analysis	<p>J. Lamore, C. Jones, and C. Huston worked on how to include the disaggregation of SLO data.</p> <p>We will have 2 trainings. The trainings will teach faculty how to pull the data, and show them what information is available to them.</p> <p>Part 2 will include Service Area Outcomes and/or Student Learning Outcomes. J. Lamore will put a model on the website.</p>	

	<p>The SLO Cloud allows departments to access and use any type of data. C. Huston will provide a webcast that shows how to access and use the SLO Cloud.</p> <p>MOTION: P. Ferri-Milligan motioned for the trainings for Disaggregated Data Analysis; K. Melancon seconded. Abstentions 1. Motion Passed.</p>	
Adjournment	The meeting was adjourned at 10:00.	
Next Meeting	Friday, January 17, 2019, 9:00-11:00, in B-204	

SBVC Program Review

1/17/2020
9:00 a.m. – 11:00 a.m.
B-204

MINUTES

Daniel Algattas		Michael Mayne	X	Students: Gabriela Ramirez Lara Albert Ramirez Jennifer Albizures X Guests: Celia Huston
Danny Babin	X	Kenny Melancon		
Keynasia Buffong	X	Botra Moeung	X	
Paula Ferri-Milligan	X	Sandra Moore	X	
Angela Grotke	X	Miguel Ortiz		
Todd Heibel	X	Joanna Oxendine		
Tim Hosford	X	Girija Raghavan	X	
Robert Jenkins		Jose Recinos	X	
Wallace Johnson	X	Johnny Roberts	X	
Carol Jones	X	David Smith	X	
Edward Jones		Shalita Tilman		
Judy Joshua	X	Anna Tolstova	X	
Melissa King		Abena Wahab		
Joel Lamore	X	Kay Dee Yarbrough	X	

TOPIC	DISCUSSION	FURTHER ACTION
1. Approval of December 6, 2019 Minutes	Motion to approve minutes- P. Ferri-Milligan. Seconded- A. Tolstova. Minutes approved.	
2. Meeting Schedule- Spring 2020 Calendar	Our committee charge is to develop a collaborative effort for recommendations for growth of campus programs. Reviewed meeting schedule for the semester, and reviewed timeline agenda deadlines.	
3. Review Efficacy Process <ul style="list-style-type: none"> 4 Year Efficacy Rotation Cycle Timeline Teams 	<p>Members were asked to verify that they were assigned to 3 teams that did not have a conflict of interest with their program.</p> <p>Student Jennifer Albizures was assigned to the aeronautics team.</p> <p>The name that is first is the lead for the team.</p> <p>Teams need to determine who will submit the report.</p> <p>Discussed how to deal with reports on probational programs.</p> <p>Discussed what to do with no shows.</p>	
4. Final Review of Efficacy Forms <ul style="list-style-type: none"> Disaggregation of SLO Data Administrative, CTE, Instruction, Student Services 	<p>We reviewed forms to make sure that they are clear and understandable. We want to honestly look at the programs- the areas of strength and the areas to improve. We want to see that the programs are self-aware, and that planning and processes are in place. We do not want to seem punitive.</p> <p>Will add in Disaggregation Workshops. Will put in a link to the disaggregation of SLO data example of architecture, where efficacy resources page is.</p> <p>It will be critical to attend the Disaggregation of Data Analysis workshop. C. Huston will also be available if they cannot attend the workshop.</p>	

	<p>Motion: T. Heibel motioned for an explanation and justification for classes that are in the catalog that have not been offered in 2 years to be included in the currency section; K. Yarbrough seconded. Motion Passed.</p> <p>K. Yarbrough will send the wording to J. Lamore.</p> <p>J. Lamore will change the wording for traditional classes to “on ground classes” so that it matches the accreditation language.</p>	
5. Questions not previously answered?	None.	
6. Announcements/Comments	None.	
7. Next Meeting	<p>Friday, January 31, 2020, 9:00-11:00 a.m., in B-204.</p> <p>Committee Update/Info/Discussion</p> <p>Norming Session</p>	
8. Adjournment	The meeting was adjourned at 10:12 a.m.	

SBVC
Program Review

1/31/2020
9:00 a.m. – 11:00 a.m.
B-204

MINUTES

	Daniel Algattas		Michael Mayne		<p>Students: Gabriela Ramirez Lara Albert Ramirez Jennifer Albizures</p> <p>Guests: Celia Huston Bethany Tasaka</p>
	Danny Babin	X	Kenny Melancon	X	
	Keynasia Buffong	X	Botra Moeung		
	Paula Ferri-Milligan	X	Sandra Moore	X	
	Angela Grotke	X	Miguel Ortiz	X	
	Todd Heibel	X	Joanna Oxendine	X	
	Tim Hosford	X	Girija Raghavan	X	
	Robert Jenkins		Jose Recinos	X	
	Wallace Johnson	X	Johnny Roberts	X	
	Carol Jones	X	David Smith	X	
	Edward Jones		Shalita Tilman		
	Judy Joshua	X	Anna Tolstova	X	
	Melissa King	X	Abena Wahab	X	
	Joel Lamore	X	Kay Dee Yarbrough	X	

TOPIC	DISCUSSION	FURTHER ACTION
1. Approval of January 17, 2020 Minutes	<p>Motion to approve minutes with the correction that student Jennifer Albizures is assigned to the DSPS & Library team, not the Aeronautics team- D. Smith.</p> <p>Seconded- A. Tolstova. Minutes approved.</p>	
2. Update on Efficacy Form Schedule	<p>Performing Arts includes Dance, Theatre Arts, and Music. We received a request to move Theatre Arts to the next cycle. This would help the faculty to better focus on each area.</p> <p>MOTION: P. Ferri-Milligan motioned to move Theatre Arts to the next cycle; C. Oxendine seconded. No abstentions. Motion Passed.</p>	
3. Disaggregation Workshops Crash Course	<p>B. Tasaka explained to the committee how the disaggregation of data process will work. B. Tasaka is now the SLO Faculty Lead.</p> <p>The 2 steps of the process are:</p> <ol style="list-style-type: none"> 1. Disaggregate data and analyze learning outcomes 2. Develop strategies to address gaps <p>2 data attributes for sub-populations of students will be reviewed. The sub populations of students are based on aspects of the class, and is not at the student level.</p> <p>B. Tasaka also demonstrated the process of how to access the SLO Cloud.</p>	
4. Norming	<p>Architecture sample is on the Efficacy Resources page.</p> <p>J. Lamore will put in link to SLO Cloud on Efficacy Resources page.</p> <p>P. Ferri-Milligan will finish archive on Program Review page and Canvas.</p>	

	<p>We want to make sure that when data and charts, etc. are included, that they are directly relevant.</p> <p>When we make recommendations we want to make sure that they are reasonable and doable.</p> <p>We do not want to seem punitive. We want to see that programs are self-aware, and that discrepancies are being addressed.</p> <p>Student Success</p> <p>Culture and Climate-“ climate” was a vague word before, and there is more clarity now.</p> <p>We believe that the new Disaggregation of Data area is clear.</p> <p>Communication- we would like to review the websites as they are often outdated and left out.</p> <p>Professional Development and Leadership</p> <p>This area has been generally misunderstood. We want to see that currency is maintained, and that instructors are professionally engaged.</p> <p>Productivity- this area needs to be discussed by programs, including key markers like WSCH.</p> <p>Curriculum</p> <p>We want to see that curriculum is up to date.</p> <p>We discussed how to address the situation when curriculum is not up to date. There can be a fine line between conditional and probation. If they are on probation then it is more urgent to get it done by the fall. As long as they have addressed the situation and explained it then it is ok.</p> <p>Facilities</p> <p>We have given a lot more direction and clarity in this area, and there is prompting to discuss this in more detail.</p>	
5. Questions not previously answered?	None.	
6. Announcements/Comments	None.	
7. Next Meeting	Friday, February 21, 2020, 9:00-11:00 a.m., in B-204.	
8. Adjournment	The meeting was adjourned at 10:48 a.m.	

SBVC
Program Review

2/21/2020
9:00 a.m. – 11:00 a.m.
B-204

MINUTES

Daniel Algattas	X	Michael Mayne		<p>Students: Gabriela Ramirez Lara Albert Ramirez Jennifer Albizures</p> <p>Guests: Christie Gabriel-Millette Reginald Metu</p> <p>Workshop Attendees: Jeremy Croy Sana Massad Andrea Hecht Nori Sogomonian</p> <p>Adam Pave Sheri Lillard Jessy Lemieux Robyn Seraj Dave Rubio</p>
Danny Babin	X	Kenny Melancon		
Keynasia Buffong		Botra Moeung		
Paula Ferri-Milligan	X	Sandra Moore		
Angela Grotke	X	Miguel Ortiz	X	
Todd Heibel	X	Joanna Oxendine		
Tim Hosford	X	Girija Raghavan		
Robert Jenkins		Jose Recinos	X	
Wallace Johnson	X	Johnny Roberts		
Carol Jones	X	David Smith	X	
Edward Jones		Shalita Tillman		
Judy Joshua		Anna Tolstova		
Melissa King	X	Abena Wahab		
Joel Lamore	X	Kay Dee Yarbrough		

TOPIC	DISCUSSION	FURTHER ACTION
1. Approval of January 31, 2020 Minutes	Motion to approve minutes- P. Ferri-Milligan. Seconded- W. Johnson. 1 abstention. Minutes approved.	
2. Norming (Understanding WSCH, FTES, etc.) -Christie Gabriel	C. Gabriel-Millette spoke to the committee. She explained Instructional Productivity Measures. She provided and discussed examples of what significant data looks like, and how to link data to departmental issues that should be addressed.	
3. Guided pathways Update -Reginald Metu	R. Metu explained the timeline and the 4 pillars of Guided Pathways: 1. Clarify the Path 2. Get On the Path 3. Stay On the Path 4. Ensuring Learning	
4. Reminder-where to find information, who to ask, etc.	Groups were established with one program review committee member in each group.	
5. Disaggregation Questions?	None.	

6. Questions not previously answered?	None.	
7. Announcements/Comments	None.	
8. Next Meeting	Friday, March 6, 2020, 9:00-11:00 a.m., in B-204. Committee Update/Info/Discussion Efficacy workshop-9:30-11:00	
9. Efficacy Workshop- 9:30-11:00	Worked with faculty on what is expected during the efficacy process.	
10. Adjournment	The meeting was adjourned at 11:00 a.m.	

SBVC
Program Review

3/06/2020
9:00 a.m. – 11:00 a.m.
B-204

MINUTES

	Daniel Algattas	X	Michael Mayne		Workshop Attendees: Lashan Belton Davena Burns-Peters Colleen Calderon David Casillas Tarif Halabi Ron Hastings Rick Hrdlicka Riase Jakpor Steven Lee Stephanie Lewis Kimberly Miller Brenda Morales Adam Pave Nori Sogomonian Bethany Tasaka
	Danny Babin		Kenny Melancon	X	
	Keynasia Buffong		Boira Moeung		
	Paula Ferri-Milligan	X	Sandra Moore	X	
	Angela Grotke	X	Miguel Ortiz	X	
	Todd Heibel	X	Joanna Oxendine	X	
	Tim Hosford		Girija Raghavan		
	Robert Jenkins	X	Jose Recinos		
	Wallace Johnson	X	Johnny Roberts		
	Carol Jones	X	David Smith	X	
	Edward Jones		Shalita Tillman		
	Judy Joshua	X	Anna Tolstova	X	
	Melissa King	X	Abena Wahab	X	
	Joel Lamore	X	Kay Dee Yarbrough	X	
			Maria Lopez	X	

TOPIC	DISCUSSION	FURTHER ACTION
1. Approval of February 21, 2020 Minutes	Motion to approve minutes- K. Melancon Seconded- P. Ferri-Milligan Minutes approved.	
2. Reminders: Review efficacy timeline, norming & where to find information	Reviewed timeline and calendar. Clarified the lead. The lead is the first person on the list. The lead starts the discussion and turns in the report to one of the 3 chairs. The archives are a good source of information, which can be helpful during the process of writing the reports.	
3. Questions not previously answered?	We would like a specific protocol and uniform format for efficacy team recommendations for remediation. MOTION: D. Smith motioned for J. Lamore to develop a template for a specific protocol for efficacy team recommendations for remediation; A. Tolstova seconded. Motion Passed.	
4. Reminder to Start Reviewing Efficacy documents March 20 th - Team Reports for 1 st cycle Due March 27 th	Efficacy Documents Available on Canvas for Committee Members to Review-Submit Team Report before March 27 th for Aeronautics through Early College Programs. Reports are at the top of Canvas in Modules.	

5. Announcements/Comments	None.	
6. Efficacy Workshop- 9:30-11:00	Worked with faculty on what is expected during the efficacy process.	
7. Next Meeting	Friday, April 3 rd , 2020, 9:00-11:00 a.m., in B-204. Review and Rate Aeronautics through Early College Programs	
8. Adjournment	The meeting was adjourned at 11:00 a.m.	

SBVC
Program Review

4/03/2020
9:00 a.m. – 11:00 a.m.
Zoom Meeting

MINUTES

Daniel Algattas		Maria Lopez	X	Students: Jennifer Albizures Albert Ramirez Gabriela Ramirez Lara Guests: Dina Humble Celia Huston
Danny Babin	X	Michael Mayne	X	
Keynasia Buffong	X	Kenny Melancon	X	
Paula Ferri-Milligan	X	Sandra Moore	X	
Angela Grotke	X	Miguel Ortiz		
Todd Heibel	X	Joanna Oxendine	X	
Tim Hosford	X	Girija Raghavan	X	
Robert Jenkins		Jose Recinos	X	
Wallace Johnson	X	Johnny Roberts		
Carol Jones	X	David Smith	X	
Edward Jones		Shalita Tillman	X	
Judy Joshua	X	Anna Tolstova	X	
Melissa King	X	Abena Wahab	X	
Joel Lamore	X	Kay Dee Yarbrough	X	

TOPIC	DISCUSSION	FURTHER ACTION
1. Approval of March 6, 2020 Minutes	Motion to approve minutes- P. Ferri-Milligan Seconded- A. Tolstova Minutes approved.	
2. Review and Rate Team Reports (Aeronautics- Early College Programs)	<p>Aeronautics</p> <p>Team Recommendation: Continuation</p> <p>They did a good job, and they exceeded in some areas. They have a good global perspective. They are connected to the FAA standards, advisory committees, and the campus.</p> <p>MOTION: A. Tolstova motioned for Continuation. J. Lamore seconded. All in favor 16; no oppositions or abstentions. Motion Passed.</p> <p>Athletics</p> <p>Team Recommendation: Conditional</p> <p>They did well in some areas, but also had some does not meets. Some curriculum is out of date, which is the same as last time. Did not submit EMP. Do not have SAOs. They need more data so that they can include dissagregation of data. The productivity section was not complete.</p> <p>MOTION: P. Ferri-Milligan motioned for Conditional. T. Heibel seconded. All in favor 14. 4 opposed.1 abstention. Motion Passed.</p>	

Campus Technology Services

Team Recommendation: Continuation

The report is relatively weak but it does meet the criteria. There is a lot of repetition and they need to update the report. The demographics are weak. Communication, culture and climate does not meet due to needing more specificity and detail.

MOTION: J. Lamore motioned for Continuation. A. Tolstova seconded. All in favor 17. No oppositions. 1 abstention. Motion Passed.

CBO, Switchboard, Mailroom

Team Recommendation: Probational

There is almost no analysis in the report. There is no EMP. They used the wrong demographics. Demographics need to be for students, not staff. There are also problems with the SAOs. The totality of their services for staff and students needs to be explained. The description of their success rate and data needs to be more clear and accurate. They also need to improve their communication.

MOTION: A. Tolstova motioned for Probational. P. Ferri-Milligan seconded. All in favor 17. 2 opposed . 2 abstentions. Motion Passed.

Chemistry

Team Recommendation: Continuation

They had “does meet” in all areas. For communication, they will change to exceeds, as the team members thought this was already agreed upon. They have addressed the issue of hiring adjunct faculty. J. Joshua offered some questions to help them address adjunct hiring issues in the future, such as how to offer more professional development opportunities for them. J. Joshua will rephrase the question and resubmit.

MOTION: P. Ferri-Milligan motioned for Continuation. A. Tolstova seconded. All in favor 20. No oppositions or abstentions. Motion Passed.

Counseling

Team Recommendation: Conditional

Student Development classes are out of date. There is no EMP document. SLOs and SAOs need to be enhanced. In productivity they had some good ideas.

MOTION: P. Ferri-Milligan motioned for Conditional. A. Tolstova seconded. All in favor 18. No oppositions. 2 abstentions. Motion passed.

Culinary Arts

Team Recommendation: Continuation

This is a much better report than last time, but we would like a shorter report. They addressed their equipment and space issues, and issues with the intensity of a 1 year program. They do not meet in the area of promoting student success. Need to improve SLOs, and reduce the use of acronyms.

MOTION: K. Mealcon motioned for Continuation. T. Heibel seconded. All in favor 18. No oppositions. 2 abstentions. Motion Passed.

Dance- No efficacy report submitted.

Development and Community Relations- No efficacy report submitted

DSPS

Team recommendation: Probation

The form was not filled out. It was completely blank. They have a new director, and they informed us previously that they would not be able to do their program review.

MOTION: D. Smith motioned for Probation. K. Buffong seconded. All in favor 21. No oppositions or abstentions. Motion Passed.

Early College Program

Team Recommendation: Continuation

	<p>They have rich data analysis and they are continually improving. They have very clear plans and they are very aware.</p> <p>MOTION: K. Buffong motioned for Continuation. M. Lopez seconded. All in favor 20. No oppositions or abstentions. Motion Passed.</p>	
<p>3. Reminder to Start Reviewing Efficacy Documents for the 2nd wave Now – April 10th Team Reports for 2nd cycle Due April 10th (Financial Aid – Nursing)</p>	<p>Efficacy Documents Available on Canvas for Committee Members to Review - Submit Team report before April 10th for Financial Aid through Nursing</p> <p>Reports are due at noon.</p>	
<p>5. Announcements/Comments</p>	<p>The programs will be notified of their outcomes.</p>	
<p>7. Next Meeting</p>	<p>Friday, April 17th , 2020, 9:00-11:00 a.m., via Zoom</p> <p>Review and Rate Financial Aid through Nursing.</p>	
<p>8. Adjournment</p>	<p>The meeting was adjourned at 10:29 a.m.</p>	

SBVC
Program Review

4/17/2020
9:00 a.m. – 11:00 a.m.
Zoom Meeting

MINUTES

	Daniel Algattas		Maria Lopez	X	<p>Students: Jennifer Albizures Albert Ramirez Gabriela Ramirez Lara</p> <p>Guests: Dina Humble Celia Huston X</p>
	Danny Babin	X	Michael Mayne	X	
	Keynasia Buffong	X	Kenny Melancon		
	Paula Ferri-Milligan	X	Sandra Moore	X	
	Angela Grotke	X	Miguel Ortiz	X	
	Todd Heibel	X	Joanna Oxendine	X	
	Tim Hosford	X	Girija Raghavan	X	
	Robert Jenkins		Jose Recinos	X	
	Wallace Johnson	X	Johnny Roberts	X	
	Carol Jones	X	David Smith	X	
	Edward Jones	X	Shalita Tillman		
	Judy Joshua	X	Anna Tolstova	X	
	Melissa King	X	Abena Wahab	X	
	Joel Lamore	X	Kay Dee Yarbrough	X	

TOPIC	DISCUSSION	FURTHER ACTION
1. Approval of March 3, 2020 Minutes	MOTION: A. Tolstova motioned to approve the minutes for the March 3, 2020 meeting. J. Lamore seconded. All in favor 17; no oppositions. 1 abstention. Motion Passed.	
2. Review and Rate Team Reports (Cal Works through Music)	<p>Cal Works</p> <p>Team Recommendation: Conditional</p> <p>The data is confusing and unclear. There are gaps in the data collection. The data is not meaningful. The data needs to be related to student success, and they need a comparison to the whole campus. They need more data analysis, and they need to explain why their numbers went down by one-third. They need to improve their SAOs, and they need a plan for demographic issues.</p> <p>MOTION: J. Lamore motioned for Conditional. P. Ferri-Milligan seconded. All in favor 18; no oppositions. 1 abstention. Motion Passed.</p> <p>Financial Aid</p> <p>Team Recommendation: Conditional</p> <p>There are serious problems with the report. They said that there was no data provided by the previous director, but they should still have data. They did not note their SAOs, and an EMP was not provided. They have Does Not Meets in the areas of student success, SAOs, trends, and patterns of service, which was the same as the last cycle. They have not worked to</p>	

improve on their Does Not Meets from the last cycle. They need to develop plans for improvement.

MOTION: P. Ferri-Milligan motioned for Conditional. J. Lamore seconded. All in favor 4. 16 opposed. 1 abstention. Motion Failed.

MOTION: C. Jones motioned for Probation. P. Ferri-Milligan seconded. All in favor 16. 4 opposed. 1 abstention. Motion Passed.

Geology/Oceanography/Environmental Science

Team Recommendation: Continuation

They have Does Meets in all areas. The EMP results were well analyzed. The disaggregated data showed that online classes have lower success rates, and this issue was addressed. "Feedback" label confusing. We would like to have a future discussion about Environmental Science being interdisciplinary.

MOTION: M. Lopez motioned for Continuation. A. Tolstova seconded. All in favor 20. No oppositions. 1 abstention. Motion Passed.

History

Team Recommendation: Continuation

Well written, exemplary report. They are genuinely thinking about and applying the program review process. Very research driven report. They use the data to continually improve, and the data is used to drive what they do in the future. They didn't just "data dump". They are involved with other groups on campus.

MOTION: A. Wahab motioned for Continuation. K. Buffong seconded. All in favor 20. Oppositions 0. Abstentions 0. Motion Passed.

Library and Library Computer Lab

Team Recommendation: Conditional

They need more data in their report. They left out the demographics for the DSPS students. They need to address the areas of communication, 19 and younger students, and their computer lab.

MOTION: A. Tolstova motioned for Conditional. D. Smith seconded. All in favor 19. No oppositions. 1 abstention. Motion Passed.

Marketing/PR

Team Recommendation: Conditional

They provided a general description of demographics, but we need more specific information about their demographic audience. They don't have any SAOs. They have their goals and data written down, so they need to write out their SAOs. They had a Does Not Meets for this in the last cycle. In communication they need to discuss how they present themselves. We would like more specific information about Professional Development. We would like to know who attended trainings, and what trainings they attended.

MOTION: P. Ferri-Milligan motioned for Conditional. A. Tolstova seconded. All in favor 19. No oppositions. 2 abstentions. Motion passed.

Matriculation

Team Recommendation: Conditional

There were a lot of problems with the data. There was not enough data, it was not disaggregated, and it was hard to follow. Data was referenced that was not provided. Data needs to be clear, and it should be clear how the data supports the report. The "Ask a Counselor" questionnaire had a small sample and it was overused. Starfish data needs to be disaggregated. The demographics area was clear, and there is a 5% higher success rate for counselled students. Need to address AB705 challenges. They list their challenges, but they did not say how they would address their challenges. They did not address previous Does Not Meets. They have goals, but need more information how these goals will be met.

MOTION: A. Tolstova motioned for Conditional. T. Hosford seconded. All in favor 20. No oppositions. No abstentions. Motion Passed.

Modern Languages

Team recommendation: Continuation

Good report. Data was well analyzed and disaggregated. Well presented. Addressed the issue of under represented cohorts in demographics. They had a wide variety of patterns of service, and they are accessible in every single way. They are very involved in different campus committees. They have an honors program and they offer scholarships. Professional development was well explained, and staff has been trained on Starfish. For student success they looked at their past data. They have partnerships with Cal State, UCR, and the high schools. They showed growth from their last program review. Would recommend they analyze the disaggregated data for SLOs further.

MOTION: M. Mayne motioned for Continuation. C. Jones seconded. All in favor 20. No oppositions or abstentions. Motion Passed.

	<p>Music</p> <p>Team Recommendation: Continuation</p> <p>The program is built around student success and this really shows in all areas. Student success and retention are above average. They have long term and short term goals. They met one of their goals by hiring an accompanist. They are very involved in outreach to the community. They are very collaborative with other groups on campus. They are addressing and working on their SLO and curriculum deficiencies.</p> <p>MOTION: A. Tolstova motioned for Continuation. J. Lamore seconded. All in favor 19. No oppositions or abstentions. Motion Passed.</p>	
3. Reminder to Start Reviewing Efficacy Documents for the 3 rd wave Now – April 24 th Team Reports for 3 rd cycle Due April 24 th (Philosophy- Water Supply Tech + CTE machinist Tech)	Efficacy Documents Available on Canvas for Committee Members to Review - Submit Team report before April 24 th for Philosophy- Water Supply Tech + CTE machinist Tech	
4. Announcements/Comments	Rating for Computer Science has been added to the 3 rd Wave The programs will be notified of their outcome.	
5. Next Meeting	Friday, May 8 th , 2020, 9-11 a.m. online via Zoom to Review and Rate Computer Science, Philosophy/Religious Studies through Water Supply Tech + CTE Two-Year for Machinist Technology & Conditional/Probation Reports from Spring 2019	
6. Adjournment	The meeting was adjourned at 11:01.	

(Note Minutes for May 8 meeting will not be approved until the first meeting of the committee in Fall 2020).

SBVC
Program Review

5/8/2020
9:00 a.m. – 11:00 a.m.
Zoom Meeting

MINUTES

Daniel Algattas	X	Maria Lopez	X	Students: Jennifer Albizures Albert Ramirez Gabriela Ramirez Lara Guests: Dina Humble Celia Huston X
Danny Babin	X	Michael Mayne	X	
Keynasia Buffong	X	Kenny Melancon	X	
Paula Ferri-Milligan	X	Sandra Moore	X	
Angela Grotke	X	Miguel Ortiz	X	
Todd Heibel	X	Joanna Oxendine	X	
Tim Hosford	X	Girija Raghavan	X	
Robert Jenkins		Jose Recinos	X	
Wallace Johnson	X	Johnny Roberts		
Carol Jones	X	David Smith	X	
Edward Jones		Shalita Tillman	X	
Judy Joshua	X	Anna Tolstova	X	
Melissa King	X	Abena Wahab		
Joel Lamore	X	Kay Dee Yarbrough		

TOPIC	DISCUSSION	FURTHER ACTION
1. Approval of April 17, 2020 Minutes	MOTION: D. Smith motioned for approval of the minutes with the correction that A. Tolstova motioned for Conditional for the library. M. Mayne seconded. All in favor 19; no oppositions or abstentions.	
2. Review and Rate Team Reports (Computer Science, Philosophy/Religious Studies, Physics, Political Science, Reading & Machinist Technology)	<p>Computer Science</p> <p>Team Recommendation: Conditional</p> <p>They need to address the demographic imbalance of fewer female students. The pattern of service for the lab needs to be described. They need to show how the online classes meet the students’ needs, as it seems like they may need some face-to-face classes. They need to address the underenrolled courses. Curriculum needs to be up to date. They need to describe their outreach. They need more data.</p> <p>MOTION: C. Jones motioned for Conditional. S. Tillman seconded. All in favor 19; no oppositions or abstentions. Motion Passed.</p> <p>Philosophy and Religious Studies</p> <p>Team Recommendation: Continuation</p> <p>They have one Does Not Meet. They state that their enrollment is going down, but they need more data to determine why so that they can develop a plan to address it. Need to address productivity.</p>	J. Lamore will update “I” to “We” on page 2 for Pattern Of Service.

MOTION: T. Heibel motioned for Continuation. K. Melancon seconded. All in favor 19; no oppositions or abstentions. Motion Passed.

Physics

Team Recommendation: Continuation

This is a very strong report. Needs more analysis of productivity measures. Need to clarify what partnerships involve. We would like more details about communication and partnerships. Need to explain why the number of degrees has increased so dramatically.

MOTION: J. Lamore motioned to change Does Not Meets to Meets for Communication, Culture, and Climate. M. Mayne seconded. All in favor 19; no oppositions or abstentions. Motion Passed.

MOTION: M. Mayne motioned for Continuation. C. Jones seconded. All in favor 19; no oppositions or abstentions. Motion Passed.

Political Science

Team Recommendation: Continuation

They put the SLOs in the wrong part of the report. They need to explain communication. Need details about campus events. Need strategy for regular contribution to culture.

MOTION: M. Mayne motioned for Continuation. K. Melancon seconded. All in favor 20; no oppositions or abstentions. Motion Passed.

Reading

Team Recommendation: Continuation

This is a good report. They are very good in detailing what they are doing. AB705 is their biggest challenge, and they have been successful in addressing this. They have a high number of DSPS students. They need to address how they use their data to improve their program.

MOTION: C. Jones motioned for Continuation. A. Tolstova seconded. All in favor 20. No oppositions or abstentions. Motion Passed.

Machinist Technology

Team Recommendation: Continuation

They are in tune with industry needs and trends. Their efforts to work with autistic students are innovative and proactive. The types of jobs available is unclear. Make sure that when it is submitted that the tracked changes are deleted.

J. Lamore will check the box for Part Seven for Meets.

	<p>MOTION: D. Smith motioned for Continuation. W. Johnson seconded. All in favor 19; no oppositions or abstentions. Motion passed.</p>	
<p>3. Review and Re-rate Conditional/Probation Reports from Spring 2019</p>	<p>Accounting</p> <p>Team Recommendation: Conditional</p> <p>They have addressed the FTES. For quality of program they need to address success and retention data. Productivity was not addressed. They addressed curriculum currency.</p> <p>MOTION: J. Lamore motioned for Conditional. M. Mayne seconded. All in favor 18; no oppositions or abstentions. Motion passed.</p> <p>Admissions and Records</p> <p>Team Recommendation: Conditional</p> <p>They have made some progress, and they need to keep working on the report. They need more information on demographics as it is still incomplete. They need to work more on assessing their SAO.</p> <p>MOTION: J. Lamore motioned for Conditional. P. Ferri-Milligan seconded. All in favor 18; no oppositions or abstentions. Motion passed.</p> <p>Business Administration</p> <p>Team Recommendation: Conditional</p> <p>They need to address the imbalance with African American students more adequately. They need to provide a better analysis and strategy for student success. Productivity issues are addressed. Curriculum is up to date.</p> <p>MOTION: J. Lamore motioned for Conditional. A. Tolstova seconded. All in favor 18; no oppositions or abstentions. Motion passed</p> <p>CIT</p> <p>Team Recommendation: Continuation</p> <p>They discussed the FTES and data for the demand for the program. They have addressed the process for getting classes approved. They didn't discuss their wish data for the cost of the program. They didn't address their previous Does Not Meet, which appears to be an oversight.</p> <p>MOTION: J. Lamore motioned for Continuation. M. Mayne seconded. All in favor 10; no oppositions or abstentions. Motion passed</p>	

Corrections

Team Recommendation: Continuation

They did a good job in addressing their Does Not Meets. They have a 2 year plan. They talked about the labor market. The SLOs have some analysis.

MOTION: J. Lamore motioned for Continuation. P. Ferri-Milligan seconded. All in favor 19; no oppositions or abstentions. Motion passed.

First Year Experience

Team Recommendation: Probation

Most of their Does Not Meets are still Does Not Meet. They need to distinguish between the EMP and the efficacy report. It is not clear if they have SAOs. The SAOs need to be assessed. Communication, Productivity, and Culture and Climate are not addressed. They have resolved the demographics.

MOTION: M. Mayne motioned for Probation. P. Ferri-Milligan seconded. All in favor 18; no oppositions or abstentions. Motion passed.

Grants Development and Management

Team Recommendation: Conditional

The report is better, and they have some good data, but it still needs more analysis. They need more data analysis that fully addresses the issues. They can use college demographics. Demographics and Challenges are still Does Not Meet. There is no plan to address the challenges. They could make more use of mass communication.

MOTION: P. Ferri-Milligan motioned to move to Conditional. K. Melancon seconded. All in favor 14. No oppositions. 4 abstentions. Motion passed.

Math

Team Recommendation: Continuation

They addressed all of their Does Not Meets. Curriculum is up to date. The SLO discussion is thorough. They have a plan for the direction of their program.

MOTION: J. Lamore motioned for Continuation. C. Jones seconded. All in favor 18. No oppositions. 1 abstention. Motion passed.

Outreach

Team Recommendation: Probation

They did not clear any of their Does Not Meets. No SAOs are provided. SAOs need to be assessed. Data is not provided for Climate and Culture, or Professional Organization. There is no information on Productivity or Challenges. They need to distinguish between the EMP and the efficacy report.

MOTION: J. Lamore motioned for Probation. M. Mayne seconded. All in favor 19; no oppositions or abstentions. Motion Passed.

Pharmacy Technician

Team Recommendation: Conditional

For productivity they explained their wish number and outreach. Their outreach is good. They have partnerships with 3 local high schools. They do not have a plan to hire a director. The bridge program was not discussed. The challenges section was cursory. Need details and evidence for SAOs.

MOTION: T. Hosford motioned for Conditional. A. Tolstova seconded. All in favor 18; no oppositions or abstentions. Motion passed.

Professional Development

Team Recommendation: Continuation

There is a lot of improvement in the report. We would like some examples and documentation in Patterns of Service. Need more information on SAOs. They did an internal survey to see how they could improve their services. Need to provide more information on demographics and productivity.

MOTION: K. Melancon motioned for Continuation. D. Smith seconded. All in favor 14. 1 opposition. 2 abstentions. Motion passed.

Real Estate

Team Recommendation: Continuation

They demonstrated that the job market shows demand for their program. Their FTES are stable. All of their classes are online. They should validate that this best meets the needs of the students, as there is a question that some students may need face to face classes.

MOTION: M. Mayne motioned for Continuation. A. Tolstova seconded. All in favor 17. No oppositions. 1 abstention. Motion passed.

Student Success Center-Tutoring

Team Recommendation: Continuation

	<p>They addressed most of their issues. They discussed their SAOs and SLOs. It would be good to do more planning.</p> <p>MOTION: J. Lamore motioned for Continuation. P. Ferri-Milligan seconded. All in favor 17; no oppositions or abstentions. Motion passed.</p> <p>Veteran’s Resource Center</p> <p>Team Recommendation: Conditional</p> <p>For Facilities they state that they need to be more ADA compliant. They need to evaluate their space. Their catalog currency is not clear. Need to address demographics better. They have addressed the male/female participation rate, but they need to discuss the 15% lower participation rate for the Hispanic population. They need to develop SAOs that can be measured. There is a small increase in success, but they need to discuss how they can increase their success rate. The productivity survey needs more details and it needs to be analyzed.</p> <p>MOTION: J. Lamore motioned for Conditional. P. Ferri-Milligan seconded. All in favor 16; no oppositions or abstentions. Motion passed.</p>	<p>J. Lamore will change Facilities to Meets.</p>
4. Announcements/Comments	The program members will be notified of their outcome.	
8. Adjournment	The meeting was adjourned at 11:15 a.m.	