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| **SBVC Program Review**  |   | 9/03/2021 10:00-11:30 AM Zoom Meeting |   |   | **Minutes** |
| Members: | Daniel Algattas | x | Jessie Lemieux | x | X = Present A = Absent |
| Yon CheEdward JonesErica BeggArmando Garcia | X | Kenny Melancon | X |
| Michael Mayne | X | Stacy Meyer | x |   |
| Tim Hosford | X | Joanna Oxendine, co-chair | X |  |
| Maria Lopez | A | Girija Raghavan | x | Guest: Dina Humble |
| Celia Huston, co-chair | X | Bethany Tasaka | X |   |
| Magdalena Jacob | x | Victoria Anemelu | x |   |
|  |   | Anna Tolstova | x |   |
| Melissa King | x | Shalita Tillman | x |   |
| Kenneth Lawler | x | Kay Dee Yarbrough | X |   |
| David Smith | X |  Todd Heibel |  X |   |
| **AGENDA ITEM** | **DISCUSSION** | **FURTHER ACTION** |
| Call to Order | The meeting was called to order at 10:05 a.m.  |   |
| Committee Charge & Membership | Introductions of all members of the committee were made. The committee charge was also read out and discussed. It was noted that the committee was yet to receive the name of the student representative. |   |
| Committee Goals-Fall 2021 | Department Chairs were requested to come up with a timeline for Needs Assessment that would work for them. Answering a question as to whether the committee is a Brown Act Committee, Celia stated that she wasn’t sure that we were, but that some of the requirements have been suspended due to Covid-19 and that we may have to revert to face to face meetings in October. |   |
| Needs Assessment 2020/2021 | Comments that came up during the Needs Assessment in the Spring semester were reviewed. Many comments said that the new process was more objective and less subjective than the old one. The standardized rubric seemed to democratize the process. Some comments noted that the process was still too cumbersome. High ranked needs were still being unmet. Students are served implicitly through the work of the committee as it tries to continuously improve on its processes. It was also noted that it would be very hard to quantify how the work of the committee is improving student learning. |   |
| Presentations-LBCC & CSUSB | Dina Humble presented the program review model that Long Beach City college uses. Dr. Humble shared some documents from the college’s website for discussion. At Long Beach City College, the Division ranks the needs. The ranking is then submitted to the Vice President of the respective areas. Evaluation of the effectiveness of the resource allocation on student learning is also done. LBCC also has all their data easily accessible through links that are embedded into each document within program review. An example of LBCC’s planning timeline was also shared from their website. There is also a separate hiring resources committee at LBCC. The committee had a look at an example of a position request form. Program Review at LBCC also put out a document that details what should be added and what should be left out of a resource request to guide the departments. A spreadsheet showing the resource requests extracted from the process was also shared. The Program Review committee makes sure that all the forms are filled out correctly. There was a query on how to change the decision making individuals so that the same individuals do not make the decisions all the time. Joanna will present the CSUSB process at our next meeting. |   |
| Alternate Needs Assessment Form |  |   |
| CurricuNET Feedback | There will be a presentation later on in the semester about the program review module within CurricuNET. |   |
| Adjourn | The meeting was adjourned at 11:33 a.m. |  |
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