

SBVC Program Review Minutes – March 4, 2022

Members:

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| **Celia Huston- Co-Chair** | X | Maria Lopez | x | Girija Raghavan | X | Bethany Tasaka | A |
| **Joanna Oxendine- Co-Chair** | X | Christopher Crew | A | David Smith | X | Victoria Anemelu | X |
| Daniel Algattas | x | Eric Morden | X | Jesse Lemieux | X | Anna Tolstova | X |
| Berchman Melancon | x | Melissa King | X | Erica Begg | x | Shalita Tillman | A |
| Tim Hosford | X | Kenneth Lawler | A | Stacy Meyer | x | Kay Dee Yarbrough | A |
| Todd Heibel | X | Guest: Dina Humble | X | Armando Garcia | x | Yon Che | x |

**Call to Order**: The meeting was called to order at 9:05 am

**Minutes:** The meeting minutes for the Feb 4th meeting was approved unanimously.

**Needs Assessment Update:** Celia went over the spreadsheet used to rank the Needs Assessment requests. Needs Assessment rankings for Equipment and Budget is to be closed at 9 pm on Monday March 7th. Some of the requests from CTE which were athletic improvements were moved to Facilities from Equipment. Items that were unranked by the Divisions were included in the bottom of the spreadsheet.

**Replacement Process:** There is no clear procedure for replacement of items. There is a need to define what is a replacement, and what is an enhancement. Once these are defined, we can then take these to College Council, Senate etc., and then identify the best process for these items. There is a move to do a planned replacement and include in budget development the cost of replacement of equipment. Replacement could be one of either identical replacement or similar replacement. Kenny pointed out that some of the equipment that is presently funded by CARES Act or other funding sources will be difficult to replace since the funding is not present in the general fund. Dina Humble pointed out that she has been working with the Deans to identify unrestricted general funds to replace items. The requests that come in through the Needs Assessment process will be for items that are significantly different from the previous item. Identical and similar items will be replaced through the budget development process and Needs Assessment will take care of items that are new or significantly different from existing items.

**SWOT Efficacy Model:** Celia showed the committee an example of a six-year program review concept cycle based on a SWOT analysis. Each year would have a different focus based on four categories that had emerged from the committee’s conversations, and a SWOT analysis would be done with a specific focus. Jesse pointed out that this would be like breaking up the current efficacy reports into parts and that this could make the whole process more manageable. There are lots of different ways in which the committee could adopt this idea. The SWOT categories for the non-instructional and administrative areas could be different from the instructional ones. If the committee is not rating these reports what kind of feedback would the committee be giving. Joanna pointed out that she saw the committee’s role as being supportive and not as graders. The committee should be a support system for our colleagues so that they can continuously improve their programs. If everyone on campus is focused on the same area it opens opportunities for professional development, cross departmental conversations around that area etc., Kenny suggested the committee members fill out the forms before they are sent out to the campus so that we can have a feel for how long or how difficult the forms would be to fill out. The committee favored keeping the whole campus on one focus area instead of staggered where some departments may be working on a different focus area. Kenny pointed out that in previous years people did not know where to get the data that the forms were asking for. Now, these are available for everyone to access. Joanna is trying to get the database dashboards up and running. Based on the conversation, Celia will flesh out the forms, add more instructions and resources to them, and post them in Canvas as individual forms. It was decided that the committee would work on the first year to get a feel of how to fill in the forms.

**Adjourn**: The meeting was adjourned at 10:25 am.