

SBVC Program Review Minutes – March 18, 2022

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Celia Huston- Co-Chair** | X | Maria Lopez | A | Girija Raghavan | X | Michael Mayne | x |
| **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 | A | Shalita Tillman | X |
| Tim Hosford | X | Kenneth Lawler | A | Stacy Meyer | x | Kay Dee Yarbrough | X |
| Todd Heibel | X | Guest: Dina Humble | X | Armando Garcia | A | Yon Che | x |

**Call to order**: The meeting was called to order at 9:03 am

**Approval of the minutes**: David Smith moved and Kenny seconded approval of minutes.

**Needs Assessment**: The committee voted to approve the items for Equipment and Budget. Dina said that the Meta system might be able to handle the ranking next year. Todd enquired whether we could postpone voting on the Classified and Faculty list till the next meeting.

**Replacement Items:** Celia said that she had a discussion with College Council about the concept of a replacement process and had showed them what was discussed in the previous Program Review meeting. It was met with approval and then she talked to Tennille Norris- Interim VP of Admin Svcs, about the concerns the committee had bought up. She also asked her how soon the Budget Committee can come up with how much funding is available so that requests can be made. She also spoke to her about how to establish better deadlines. Celia asked the committee if they wanted to establish a process for replacement of items, both within the annual budget development process and outside it. Yon Che had already shared the form with her division, and she reported that they were appreciative of the fact that they had been heard and that they just needed a little more guidance. An ad-hoc committee was established to design a form for replacement items. Celia sent out a link to an example of a form for real and emergent needs.

**Program Efficacy-SWOT Analysis:** Celia went over the document that she had sent out which gave instructions on how to fill out a SWOT Analysis as well as a form for recording the responses. She shared what she had filled out for her program as an example. Celia also shared Kenny’s analysis that he had done for his program. He pointed out that he did not have anything to compare his data with since this was a new format. Joanna pointed out that the IR department is putting together some sessions on data coaching so that people can be trained on how to access data for their programs. Celia suggested that everyone should play around with the forms and fill it up as best as possible in order to get a feel of how the form works.

**Faculty and Classified Rankings:** Celia shared the Faculty and Classified rankings that had been done to date. Celia suggested that the committee wait so that more rankings can come in from committee members who may not have voted. Dina suggested that if the committee is going to extend the deadline for voting, then it should be done as soon as possible since the district is going through the Budget Development process at this time. It was decided the voting deadline would be extended to noon on March 28th.

**Adjournment:** The meeting was adjourned at 10: 16 a.m.