

SBVC Program Review Minutes – April 15, 2022

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| **Celia Huston- Co-Chair** | X | Maria Lopez | A | Girija Raghavan | X | Michael Mayne | A |
| **Joanna Oxendine- Co-Chair** | X | Christopher Crew | A | David Smith | X | Victoria Anemelu | A |
| Daniel Algattas | X | Eric Morden | A | Jesse Lemieux | X | Anna Tolstova | x |
| Berchman Melancon | x | Melissa King | X | Erica Begg | A | Shalita Tillman | A |
| 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**: Jessy Lemieux moved and David Smith seconded approval of minutes.

**2022-2023 Needs Assessment Process:** The committee discussed whether division representatives should be allowed to speak to the committee regarding their needs assessment. They would give a verbal presentation regarding their needs with the data to support this. It is important that bias not enter the process so everyone will write the report with the option to speak in front of the committee about it if they wish to do so. David noted that 3 minutes speaking time could probably turn into 10 minutes and so we need to restrict the speakers to the time allocated to them. The committee also discussed the possibility of asking follow-up questions to the presenter. The committee voted to allow representatives to speak for 3 minutes in support of their document and to score the spoken presentation. The committee also discussed whether program efficacy and needs assessment should be separated out. It was noted that if the committee wanted to get away from being punitive then separating out the two processes would be beneficial. Joanna pointed out that program review is for everyone and not just for the instructional areas of the college. The committee voted to remove the requirement to have submitted a program efficacy document to participate in the needs assessment process. Celia said that she had requested Rania to give the committee a slot on in-service day to present information on the new needs assessment process.

**Extending Time on Prioritization List:** Celia suggested that we give departments the opportunity to decide whether they want items that have been requested to stay on the priority list for more than a year. Timothy and Jesse didn’t think it would make much difference to the departments either way. Tim pointed out that it would reduce the need for the department to re-submit requests if they had not been funded in the current year. Celia said that as the culture grows of incorporating needs requests within the budget development process, the list of items requested through the needs assessment route will decrease. The committee voted to give departments the opportunity to keep items on the list for longer than a year and to make departments aware of the score for the items needed.

**Replacement Process:** Replacement needs will in future be part of the budget development process. Celia shared the feedback that she had received and the flowchart that is to be used to determine what is a replacement or repair item. Todd pointed out that we need more consistency with our process of budget augmentation.

**SWOT Efficacy Update & Feedback:** Celia said that she has made Rania aware of the need for a campus wide professional development piece on the new SWOT model for program efficacy. Celia also had tentative dates on when feedback on the forms will be sought from each constituency group. Celia presented the new program efficacy timeline that is to be rolled out in Spring 2023.

**Committee Report to the Academic Senate:** Celia was going to present an overview of the new efficacy process to the next meeting of the Academic Senate. She would present concept and goals and ask for a motion of support for the goals. Celia shared a form that Erik Morden had completed in the SWOT format. Celia will send out to the committee a report she is preparing detailing the work of the committee during the year.

**Adjournment:** The meeting was adjourned at 10:25 a.m.