SBVC Program Review	February 7, 2025 9:15–10:45 a.m.	MINUTES
	San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.	

Members:

Name	A	P	Name	A	P
Bethany Tasaka Co-Chair		X	Jaime Garcia	X	
Joanna Oxendine- Co-Chair		X	Jeremiah Gilbert	x	
Ana Mayo		X	Maria Valdez		X
Anthony Blacksher		X	Monique Aycock	X	
Anthony Castro	X		Nathan Yearyean		X
Daihim Fozouni		X	Samanta Homier	X	
Danielle Graham		x	Stacy Meyer		X
Leticia Hector	X		Timothy Colbert	x	
Dominique Johnson		X	Timothy Hosford		X
Doris Ontiveros		X	Vanessa Thomas	x	
Erik Morden	x		Victoria Anemelu		X
Francisco Gonzalez	x		Yvette Lee		
Shyla Cobbett Admin.		x			
Guests					
Dan Mayo			Fernando Gomez		
Thomas Berry		X			

TOPIC	DISCUSSION	FURTHER ACTION
1. Call to Order and Roll Call	The meeting was called to order at 9:25 am.	
2. Approval of Minutes a. 12/6/24	The quorum was not met at the beginning; additional attendees arrived later. Due to the lack of quorum at the start, the approval of minutes was tabled for the next meeting.	
3. Participatory Governance Survey	The survey has been sent multiple times over the past month and a half. Committee members were reminded of the importance of participation. The survey will be resent one more time to the PR committee. Discussion on survey anonymity and importance of honest feedback.	
4. Review ASPIRE Year 2 submissions received	Current submissions were reviewed. Spreadsheets with existing data shared. Faculty chairs and deans are responsible for overseeing the submissions. Ethnic Studies needs to be added to the submission list. Divisions will rank their requests, and the compiled rankings will be sent to the cabinet. Committee emphasized the importance of verifying budgets before submitting requests to avoid unnecessary reliance on program review funds. Meeting scheduled with Keith to discuss funding models. Process outline:	Provide an overview of the new META system.

		Divisions rank requests and send them back to the committee. Committee compiles and sends final rankings to the cabinet. Efforts will be made to ensure that one-time funding items are covered at the division level before campus-wide program review dollars are allocated. Final rankings will be sent to the College Council. Discussion on budget transparency and the need for clarity on why some items are funded while others are not.	
5.	Overview of timeline for resource requests	Lists of requests have been sent to divisions for ranking and prioritization. Deadline for divisions to return ranked lists: February 18, 2025. Committee will review rankings at the February 21, 2025, meeting before submission to the cabinet and College Council. Email reminders will be sent to programs that have not submitted requests. CTE programs must remain compliant with legal requirements, which include annual checkboxes and documentation.	
6.	Discussion of Year 2 Process a. Roll-over requests procedure b. Feedback on workshops and submission process c. Next steps on reading program submissions	a. Roll-over Requests Procedure - Discussion on handling roll-over requests efficiently. b. Feedback on Workshops and Submission Process - Some faculty felt that workshops were scheduled too close to submission deadlines. Positive feedback on extending submission deadlines. Concerns were raised about deadlines being too close to the return from winter break. Proposal to offer more workshops earlier in the academic year. Recommendation to start the submission process earlier in the fall to allow more time for faculty to complete submissions. Suggestion to open META in summer so faculty can begin working through the system earlier. Committee proposed scheduling program review discussions in division meetings. Plan to work with the Chair of Chairs to integrate program review into their regular meetings rather than relying solely on division meetings. Additional support will be provided to programs that have not participated in the process for two or more years. c. Submission deadlines were noted as too short. Committee members will access submissions via CurrIQunet META to begin reviews. Members are reminded to bring laptops to the March 5th or 6th meeting to facilitate review. The final list of submissions should be smaller to streamline review efforts. Discussion on the number of reviewers needed per submission. Kay Dee will be consulted regarding the limit on the number of reviewers in META. Establishing a structured feedback process for program review submissions. Discussion on incorporating faculty SLOs into program review for a more streamlined process.	

| 7. Announcements and Meeting Closure | Meeting adjourned at 10:45 AM.

Next Meeting: February 21, 2025 – Review division rankings before submission to the cabinet and College Council. | |

Additional Information: