

**Meeting of the San Bernardino Community College District Board of Trustees  
September 27, 2018 - 12:00 p.m.  
Study Session Minutes: District Program Review & Strategic Plan Progress  
Location: SBCCD Boardroom, 114 S. Del Rosa Dr., San Bernardino CA 92408**

**PRESENT**

Gloria Macias Harrison, Vice President  
Donna Ferracone, Trustee  
John Longville, Trustee  
Frank Reyes, Trustee  
Dr. Donald L. Singer, Trustee  
Autumn Blackburn, SBVC Student Trustee  
Elijah Gerard, CHC Student Trustee

**ABSENT**

Joseph Williams, President  
Dr. Anne L. Viricel, Clerk

**CALL TO ORDER – PLEDGE OF ALLEGIANCE**

Vice President Harrison called the meeting to order at 12:12pm. Trustee Singer led the pledge of allegiance.

**PUBLIC COMMENTS ON AGENDA ITEMS**

None.

**PRESENTATIONS**

**DISTRICT PROGRAM REVIEW: A New Progress and Plan**

Dr. Gilbert provided an explanation of program review, committee members, the needs and changes of program review. The purpose of District Program Review is to provide an opportunity to review, analyze, and assess the content, currency, direction, and quality of District Support Services. The process results in improvements to programs. Program Review is part of a comprehensive educational planning practice that is part of the 10+1 responsibilities defined for Faculty Senates under Title 5 of the California Education Code.

The District Services Planning and Program Review Committee conducts a comprehensive review annually and oversees the District Services planning to ensure alignment with the district strategic planning process.

District Programs complete 4-Year Self-Evaluations and 2-Year Program Updates.

Program Review Process: 2018 - 2022

District Program Review Rotation

Summer 2018	Summer 2019	Summer 2020	Summer 2021
<b>4-Year Evaluation</b>	<b>4-Year Evaluation</b>	<b>4-Year Evaluation</b>	<b>4-Year Evaluation</b>
TESS •Administrative Applications •Distance Education •Printing Services •Technical Services	Business & Fiscal Services •Business Services •Facilities •Fiscal Services •Human Resources •Internal Auditing	Chancellor's Office •Chancellor's Office •District Research •Marketing	Workforce Development, Advancement & Media Systems  District Police
<b>2-Year Update</b>	<b>2-Year Update</b>	<b>2-Year Update</b>	<b>2-Year Update</b>
Chancellor's Office •Chancellor's Office •District Research •Marketing	Workforce Development, Advancement & Media Systems  District Police	TESS •Administrative Applications •Distance Education •Printing Services •Technical Services	Business & Fiscal Services •Business Services •Facilities •Fiscal Services •Human Resources •Internal Auditing

District Services Planning and Program Review Committee Ranks Resource Requests

The full process is outlined in the District Program Review Plan 2018 – 2022, which was approved by the District Services Planning and Program Review Committee on April 13, 2018.

It is intended that the District Services Planning and Program Review Committee should report out to campus and district constituencies on District Program Review results including:

- What departments submitted 4-Year Self-Evaluations and 2-Year Updates and any findings by the committee.
- Results of Resource Request prioritization, including how requests tie to campus program reviews results, master planning goals and initiatives.
- Communicate what Resource Requests were actually funded by the District.

The District Services Planning and Program Review website has been revised and updated.  
[http://www.sbccd.org/research/SBCCD\\_Services\\_PPR](http://www.sbccd.org/research/SBCCD_Services_PPR)

## 2017-2022 DISTRICT SUPPORT SERVICES STRATEGIC PLAN

Dr. Jeremiah Gilbert, Interim Executive Director of Research, Planning & Institutional Effectiveness presented the progress and recommendations on the 2017-2022 District Support Services Strategic Plan.

The San Bernardino Community College District's Districtwide Support Services Strategic Plan is a comprehensive document that establishes a clear direction for the District in supporting each College's future of academics and student support under changing internal and external conditions.

The Plan is designed to identify challenges facing the District and provide recommendations on how the District may support each College's strategic directions and goals. The Districtwide Support Services Strategic Plan is a living document that should be reviewed and updated regularly.

### Proposed Changes/Recommendations

Objectives with Targets Met - re-evaluate and extended out to 2021-2022, the last year of the current District Support Services Strategic Plan.

### Objectives Needing Revision

Objectives 1.2.1 and 1.2.2 measure three-year throughput rates for math and English. However, both AB 705 and the new state funding formula focus on getting students into transfer-level math and English courses within one year. As such, both of these objectives should be revised to reflect these changes.

### Student Success Incentive Components

The new state funding formula includes many Student Success Incentive Components that the district may wish to include in new or revised objectives. These components include the number of Associate Degrees for Transfer being awarded annually, along with Credit Certificates and an annual count of all students who successfully completed nine or more career technical education (CTE) units.

### Next Steps

The Executive Director of Research, Planning, and Institutional Effectiveness will work with the Districtwide Institutional Effectiveness Committee on the proposed changes by developing new or revised targets and objectives, and share with District Assembly before coming to the Board of Trustees for review and approval as an addendum to the 2017-2022 District Support Services Strategic Plan.

An updated 2018-2019 Districtwide Marketing & Community Outreach Work Plan can be found online here: <https://drive.google.com/file/d/1YUVDnyvbTsM48ZjjPye2pNddFKaR5qlv/view>

SBVC's Marketing & Outreach Plan 2017-2018 can be found online here:

<https://www.valleycollege.edu/documents/marketing/marketing-outreach-plan-2017-2018.pdf>

CHC is working to strategically enhance marketing and outreach by hiring a marketing consultant to recommend actions to promote credit and non-credit offerings and by providing funding to support marketing and outreach efforts. The college was recently awarded a \$200,000 IEPI Grant, a portion of which is to be used to fund onetime marketing and outreach expenses.

The 2017-2020 Equal Employment Opportunity Plan can be found online here:

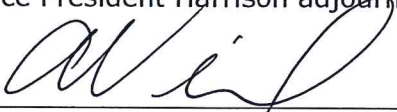
<http://www.sbccd.org/~media/Files/SBCCD/District/HR%20%20Documents/SBCCD%20EEO%20Plan.pdf>

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

None

**ADJOURN**

The next meeting of the Board: Study Session (TBD), 12pm, October 4, 2018  
Vice President Harrison adjourned the meeting at 2:15pm.



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Dr. Anne L. Viricel, Clerk  
SBCCD Board of Trustees