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|  | **District Offices Planning & Program Review Minutes****Date: November 12, 2015****Time: 10:00 AM – 12:00 PM****Location: ATTC-120** |
| **Committee Members** | P |  | P |  | P |  | P |
| Keith WurtzJeremy SimsOsman ParadaAndy ChangYvette TramFred Larimore | YYNYNN | Glen Kuck Rhiannon LaresAmalia PerezWhitney FieldsKarla Trujillo | NYYNY | Alan BragginsLarry StrongSteve SutorusFath-Allah OudghiriErika Almaraz | NYNYY | Lilian VasquezYendis BattlePierre GalvezJose TorresSusan RyckevicMichele Jeannotte | YYYYYY |
| **Committee Charge (DRAFT) -** The charge of the District Offices Planning and Program Review (PPR) Committee is to advance continual, sustainable quality improvement at all levels of the District Offices.  Toward that end, the committee conducts a thorough and comprehensive review of each unit at the District Offices on an annual basis and oversees the annual District Offices planning process.  The results of planning and program review inform the integrated planning and resource allocation process at the District Offices, and are aligned with the district strategic planning process. The committee relies on quantitative and qualitative evidence to evaluate programs, develop recommendations to the Chancellor, and determine and implement improvements to the District Offices PPR process.**Membership (Draft)** – The membership of the committee consists of both managers and classified staff.**Term (Draft)** – Two years |
| **TOPIC** | **DISUCUSSION** | **FURTHER ACTION** |
| * Introductions
 | All members of the committee introduced themselves and stated the area they represent. |  |
| * Determine meeting schedule for 2015-2016
 | Keith open a discussion on how often the committee met last year and the purpose of the meeting’s. Jeremy gave overview of last year’s meetings. Keith gave overview of how Program Review was handled at Crafton last year. Discussion followed on meeting dates and times.  | Committee to meet Thursday November 19th from 10:00 to 12:00 and then the second and fourth Thursday of each month from 10:00 to 12:00. In December will be the 2nd and third Thursday.  |
| * Review Draft District Program Review Charge, Membership, and Term
 | Keith reviewed the charge he drafted and asked for feedback from the members. Keith discussed the membership and who should represent the different areas on the committee. Jeremy explained membership from last year. Discussion followed on representation and membership from each area.  | Jeremy recommended adding the words and Program Review, in the 4th sentence, after District Planning. Jeremy also recommended adding the word Cabinet to the second to the last line, It will now read recommendations to Chancellor’s Cabinet.Tess, KVCR, HR and Police will have one Manager and one staff member. Business Services will have two managers and two staff members attend the bi-monthly meetings. The individuals attending the meetings will represent their group. When prioritization is done, all members can attend.  |
| * Draft a DOPPR 2015-2016 Calendar
 | Send out December 1st, due by December 24th, Keith will provide results in January. The committee voted and based on voting results the final due date is March 11th for finalized plan  |  |
| * Draft a DOPPR 2016-2017 Calendar
 | December of 2016 will be the due date for the finalized plan next year to coincide with the budget planning process. | The committee will develop a 2016-2107 calendar in Spring 2016. |
| * Review and Revise the District Operations Satisfaction Survey and select date to distribute
 | Keith asked the members of the committee to review their portion of the survey and provide feedback. Keith feels we should redesign the survey to match with the Accreditation standards. If there are items in your area that you want included, please let Keith know.  | Keith will draft something for review at the November 19th meeting.  |
| * Discuss the possibility of developing rubrics to improve the quality of district office program reviews
 | Committee is in favor of developing a rubrics system. | Keith to create.  |
| * Other Items
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| **Mission Statement**We transform lives through the education of our students for the benefit of our diverse communities.**Vision Statement**SBCCD will be most known for student success. Our educational programs and services will be highly sought after. Our students will be the most preferred by four-year institutions and employers. Our students will have the highest graduation rates at four-year institutions. Our students will have the highest employment rates in our communities. Our district will be the gateway to pathways and opportunities for a brighter future. Our students and alumni will make a significant contribution to the socioeconomic prosperity of our communities. Our employees will want to be here, love working here, and go above and beyond for student success.**SBCCD Values**Service, Integrity, Collaboration, Innovation, and Quality |