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|  | **District Offices Planning & Program Review Minutes****Date: November 19, 2015****Time: 10:00 AM – 12:00 PM****Location: TESS Training Room** |
| **Committee Members** | P |  | P |  | P |  | P |
| Keith WurtzJeremy SimsRhiannon Lares Amalia Perez | YYYN | Karla TrujilloLilian VasquezYendis BattlePierre Galvez | YYYY | Michele Jeannotte Robert LevesqueStacy SysawangLarry Strong | NNYY | Susan RyckevicFath-Allah OudghiriVirginia DiggleWhitney FieldsDeanna Krehbiel | NNYYY |
| **Committee Charge –** 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 and program review 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’s Cabinet, and determine and implement improvements to the District Offices PPR process.**Membership** – The DOPPR Committee is chaired by the Executive Director of Institutional Effectiveness, Research, and Planning. In addition, the membership consists of one manager and staff from the following areas: TESS, KVCR, EDCT, Police, and Human Resources; and two managers and two classified staff from Business Services. |
| **TOPIC** | **DISUCUSSION** | **FURTHER ACTION** |
| * Review the minutes from November 12, 2015
 | The committee reviewed the minutes, motion to approve was made by Jeremy Sims, seconded by Stacy Sysawang. The committee accepted the minutes as written.  |  |
| * Review and finalize the committee charge and membership
 | The charge was amended as per the recommendations made by the committee at the November 12, 2015 meeting. Virginia Diggle recommended a change indicting a manager and staff from both Fiscal Services and Business Services. Larry Strong made a motion to approve and Stacy Sysawang seconded the motion. The committee accepted the charge as amended  | Keith will amend that charge as recommended.  |
| * Review and finalize the 2015-2016 DOPPR calendar
 | The calendar was created based on the recommendations at the November 12th meeting. The committee accepted the calendar.  |  |
| * Review and finalize the Employee District Climate Survey
 | The committee made several recommendations and Keith is working on making the revisions. Keith needs feedback from the EDTC, Deanna will work with Robert and provide input. The committee also had some questions and concerns about KVCR, Lillian will work with Albert and Keith on the KVCR portion of the survey. The committee also recommended adding a legend to the survey.  | Keith will continue to make revisions to the survey as recommendations are made by the committee. Keith askes that all revisions be e-mailed to him no later than November 25, 2015.  |
| * Review the programs completing District Program Reviews and how they are organized in the Web Tool
 | Keith will send out a link to the Program Review webpage. SBCCD.EDU/program review. The committee reviewed webpage and recommendations were made for changes.  | Keith will make the changes recommended by the committee.  |
| * Review the Planning and Program Review questions in the Web Tool
 | The committee reviewed the questions on the Web tool for the Program Review website and how to update the plan for this fiscal year.  |  |
| * Discuss aligning objectives with District Strategic Plan Goals instead of ILOs and Strategic Directions (i.e. Board Imperatives)
 | The committee discussed making some revisions to the objectives and goals. District Wide/ Site/Department/Sub DepartmentsRecommended changes strategic direction to DSP goals | Keith will make the changes recommended by the committee.  |
| * 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 |