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|  | **District Offices Planning & Program Review Minutes****Date: December 17, 2015****Time: 10:00 AM – 12:00 PM****Location: ATTC-119** |
| **Committee Members** | P |  | P |  | P |  | P |
| Keith WurtzJeremy SimsRhiannon Lares Amalia Perez | YYYY | Karla TrujilloLilian VasquezYendis BattlePierre Galvez | YNYN | Michele Jeannotte Robert LevesqueStacy SysawangLarry Strong | NYNN | Susan RyckevicFath-Allah OudghiriVirginia DiggleWhitney FieldsDeanna Krehbiel | YYYNN |
| **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 19, 2015
 | The committee reviewed the minutes, motion to approve by Jeremy, seconded by Fath-Allah. The committee approved the minutes as written. |  |
| * Review the 2015-2016 DOPPR calendar
 | The committee reviewed the calendar. The committee had no questions regarding the calendar.  |  |
| * Review the changes to the web tool: ILO mapping, Strategic Directions, Impact Level, name changes, resource documents, etc.
 | Jason Brady is working on the changes as recommended by the committee. Keith will advised the committee members when the changes are complete.  |  |
| * Status of District Climate Survey
 | The committee reviewed the responses to the survey. There have been 140 responses as of today. The committee had no question regarding the survey. Keith will present the findings once the response period has ended,  |  |
| * Review and discuss each planning and program review question
 | The committee reviewed the questionnaire and how to make revisions. There was a review of how to set goals and objectives. When writing goals, be very broad. Objectives get more specific and add a measure.  |  |
| * 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 |