|  |  |
| --- | --- |
|  | **District Services Planning & Program Review Minutes****Date: April 7, 2016****Time: 10:00 AM – 12:00 PM****Location: TESS Training Room in Redlands** |
| **Committee Members** | P |  | P |  | P |  | P |
| Keith WurtzJeremy SimsRhiannon Lares Richard GalopeAlan Braggins (Guest) | YYNYY | Karla ZaragozaLilian VasquezYendis BattlePierre Galvez | NYYN | Michele Jeannotte Robert LevesqueStacy SysawangLarry Strong | NYNN | Susan RyckevicVirginia DiggleWhitney FieldsAmalia Perez | NNNN |
| **Committee Charge –** The charge of the District Services Planning and Program Review (DSPPR) Committee is to advance continual, sustainable quality improvement at all levels of the District Services to support student success.  Toward that end, the committee conducts a thorough and comprehensive review of each unit at the District Services on an annual basis and oversees the annual District Services planning and program review process.  The results of planning and program review inform the integrated planning and resource allocation process at the District Services, 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 Services PPR process.**Membership** – The DSPPR 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 March 24, 2016 (5 minutes)
 | The minutes were approved as written. |  |
| * Review the progress for the change in membership for next year (5 minutes)
 | Keith reviewed the progress for the change in membership next year. There will be representative from each constituency and college. Keith also mentioned how well the input and dialogue has gone with the campuses. He also mentioned that he met with the Crafton Academic Senate last week for the second time and got their final approval. In addition, he will be meeting with the Valley program review committee on Friday and their Academic Senate next Wednesday, both for the second time. |  |
| * Review the progress on the prioritization of objectives and resources (10 minutes)
 | Keith reviewed the progress on the prioritization of objectives and that on April 15 the District Budget Committee will review the prioritization and provide input to the Chancellor’s Cabinet on the prioritization. |  |
| * Review and revise the DSPPR Survey to improve process for next year (30 minutes)
 | Keith reviewed the SBCCD PPR Spring 2016 survey and the purpose of the survey. The survey is part of the continuous improvement process and will be used to improve the process for next year. One change was suggested on the survey. On Q13 change 118 to 11. The committee also discussed the purpose of program review, to improve services and programs, and how important it is to involve everyone in the process. Keith mentioned that next year the DSPPRC will spend time educating and training District Services staff and managers on the program review process and purpose. | Keith will correct and distribute the survey to all District Services staff and managers. At the next meeting, either April 21 or May 12 Keith will review the results of the survey and the committee will generate improvements for the following year. |
| * Other Items
 |  |  |
| **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 |