

## District Services Planning and Program Review Committee

February 9 – 10am

PDC 104

### Minutes

#### I. Review of Jan. 19, 2017 Minutes

*Minutes approved – B. Nichols 1<sup>st</sup> / M. McConnell 2<sup>nd</sup>*

#### II. District Services Structure and Terminology

*J. Gilbert reviewed current structure of the district that is being used for the 2018-2022 District Program Review Plan. He reminded the committee that the focus of the plan was on district programs, so any changes to the structure of the division should have little to no impact. Also, to avoid confusion with campus departments, the language in the plan refers to programs and service areas.*

#### III. 2018-2022 District Program Review Plan

##### a. Timeline (pp. 6 – 8)

*Division ranking of resource requests was added to August in Table 1 (p. 6). J. Gilbert proposed swapping HR and EDCT in Table 2 (p. 7) so that HR would complete a 4-year evaluation before next accreditation site visit.*

##### b. Resource Request Application (p. 21)

*At the top of the form, “Est. Cost to Campuses” was replaced with “Program Ranking.” To address cost to campuses, a question will be added addressing benefit to campuses.*

##### c. Resource Request Division Rankings (p. 23)

*V. Diggle suggested adding a Top 3 ranking list for each division to complete regardless of the type of request.*

##### d. 4-Year Self-Evaluation (pp. 11 – 18)

*There was discussion about the Comparable Staffing Levels (p. 16) and J. Gilbert shared with the committee the districts that both CSEA and CTA use for compensation studies. It was agreed that this should be replaced with reference to the district Staffing Plan once this plan was made available.*

*After further discussion, J. Gilbert said he would prepare a crosswalk between the*

*questions in the current District Program Review Annual Plan (WebForms) and the proposed 4-Year Self Evaluation questions. It was also suggested that the questions link to the goals and objectives in the Districtwide Support Services Strategic Plan.*

e. 2-Year Program Update (p. 19)

*D. Allen proposed that the questions in the 2-Year Program Update come directly from the 4-Year Evaluation as this would provide a true update to the evaluation.*

IV. Next Meeting: March 9, 2018 at 10am in PDC 104

V. Adjournment

*Meeting adjourned at 11:25am.*

**District Services Planning and Program Review Committee**

Sign-in Sheet – February 9, 2018

<b>Committee Member</b>	<b>Initials</b>
Alvin Jackson	X
Ashley Gaines	
Barbara Nichols	X
Denise Allen	X
Grayling Eation	
Hussain Agah	X
Jason Brady	X
Jeremiah Gilbert	X
Jeremy Sims	X
Katherine Jaramillo	X
Kristina Hannon	X
Larry Strong	
Mark McConnell	X
Mary Bender	X
Mary C. Smith	X
Melanie Gonzales	X
Michele Jeannotte	X
Noemi Elizalde	X
Paula Ferri-Milligan	X
Ralph Cooper	
Richard Galope	X
Stacy Garcia	X
Virginia Diggle	X
<b>Guests (Please Print Name)</b>	
ANDY CHANG	
CHRISTOPHER CREW	
JUN XIANG	