



District Services Planning & Program Review Committee

5/11/2018, 10:00 a.m., PDC 104 – Minutes

Members Present: Hussain Agah, Noemi Elizalde, Jeremiah Gilbert, Kristina Hannon, Alvin Jackson, Katherine Jaramillo, Michele Jeannotte, Mark McConnell

I. Call to Order

J. Gilbert called the meeting to order at 10:08am

II. Review of April 13, 2018 Minutes

Due to low attendance, minutes were tabled till following meeting.

III. District Employee Climate Survey Results

J. Gilbert shared that survey results had been shared with district managers and that public versions would be posted online shortly. He suggested that results could be used in Program Review documents, such as in establishing Goals and Objectives or for Service Area Outcomes. A. Jackson suggested there be a discussion of the results at extended cabinet so that so that a wider audience could hear the challenges being faced by certain areas. H. Agah suggested adding each area's mission statement to the next survey to provide clarity to what service they provide.

IV. Program Review Prioritization – CHC and SBVC

J. Gilbert shared that he had emailed the committee the Program Review Prioritizations from both campuses and that district service areas could use them to tie to their own resource needs to.

V. District Services Program Review Calendar 2018-2019

J. Gilbert provided the committee with a draft 2018-2019 District Program Review Calendar for review. No changes were made.

VI. Four-Year Self Evaluation and Two-Year Program Update Rubric

J. Gilbert provided the committee with a revised rubric based on feedback received from the previous committee meeting. No changes were made.

VII. District Services Program Review Fillable Forms

J. Gilbert reviewed the fillable forms to be used during this year's District Program Review process, based on the forms in the approved 2018-2022 District Program Review Plan.

VIII. District Program Review Website (http://www.sbccd.org/research/SBCCD_Services_PPR)

J. Gilbert shared that the District Planning and Program Review website had been updated to reflect the revised process and would soon contain links to the new forms. The prior page had been archived and was still available via a link at the bottom of the revised page.

IX. Next Meetings: *Aug. 24 at 10am & Sept. 14 at 9am (Resource Request Ranking)*

X. Adjournment

Meeting was adjourned at 11:22am