District Services Planning and Program Review Committee
May 10, 2019 at 10 a.m.
SBCCD Board Room
114 S. Del Rosa Dr., San Bernardino, CA 92408

Agenda Items	Discussion
1. **Call to Order**	J. Gilbert
2. **Review of Minutes**	Review and approval of meeting minutes dated 04/12/2019 **(p. 2)**
3. **District Employee Climate Survey Results**	Summary and Full Report posted online: http://www.sbccd.org/research/Climate_Survey
4. **Amendments to District Program Review Plan**	Proposed changes to keep 2018-22 plan up-to-date **(pp. 3-6)**
5. **Campus Program Review Needs Assessment**	CHC and SBVC needs assessments to be included with Resource Request applications
6. **Meeting Days and Times**	Committee currently meets for 2 hours the second Friday of each month (dark June, July, Jan.)
7. **Other/Future Agenda Items**	
8. **Next Meetings**	Aug. 23 (Resource Request Q&A – due 8/30) Sept. 13 (Resource Request Rankings prioritized)
9. **Adjourn**	

District Services Planning and Program Review Committee
MINUTES
114 S. Del Rosa Drive (SBCCD Boardroom)
San Bernardino, CA 92408

April 12, 2019

Jeremiah Gilbert	Ashley Gaines	Jeremy Sims	Jason Brady
Artour Aslanian	Tayte Olma		
Heather Ford (recorder)			

Agenda Items	Discussion	Action Items/Tasks
I. Call to Order & Introductions	J. Gilbert called the meeting to order at 10:04 a.m.	
II. Approval of Minutes	The Committee reviewed and approved the minutes from 3/22/2019.	**Action Item – Consciences Approval**
III. District Services Program Review: District Divisions	J. Gilbert reported Fiscal Services is up for the 4-year review and Workforce Development, Media System, Advancements is up for 2-years. Divisions have been revised, District Inland Futures Foundation is now under the Office of the Chancellor. See meeting packet for a full list of District Divisions	

IV. Review of District Program Review Supplemental Documents	J. Gilbert reviewed the supplemental documents.
	    a. Classification of Program Review and Operating Expenditures.
	    b. Crosswalk between four-year Program Self Evaluation or Two-year Program Update and Prior Annual Plan (webforms).
	    c. Service Area Outcomes Guidelines (new document).	

V. District Services Program Review Calendar 2019-2020	J. Gilbert discussed the draft District Services Program Review Calendar 2019-2020. Noted all meeting begin at 10:00 a.m. This committee is dark during summer. J. Gilbert discussed he has been updated the 2017-2022 plan and the website as time progresses.	
VI. Other/Future Agenda Items		
VII. Next Meeting	May 10, 2019 at 10:00 a.m.	
VIII. Adjournment	Meeting adjourned at 10:23 a.m.	

Respectfully submitted,

Heather Ford
Executive Administrative Assistant
Office of the Chancellor
San Bernardino Community College District

Proposed District Program Review Plan 2018-2022 Amendments

<u>May 10, 2019</u>

Table 2: District Program Review Rotation (p. 7)
- Change "Business & Fiscal Services" to "District Support Services"
- Change "EDCT" to "Workforce Development, Advancement & Media Systems"
- Strike KVCR (now included in Media Systems above)
- Expand Chancellor's Office

Appendix 5: Resource Request Division Rankings (p. 24)
- Replace form with simplified form used Summer 2018

Add Appendix 6: District Program Review 2018-2022 Plan Amendments
- This list of Amendments and any future Amendments following the above format (date and changes)

Program Review Process

Program Review consists of a thorough evaluation of district services on a four-year cycle and two-year update that every program or service area must complete, and an annual resource request process that areas may participate in dependent upon program or service area needs.

The 4-Year Self-Evaluation includes

- Mission and Service Area Outcomes
- Reflection on the mission, purpose, and services provided by the program or service area that supports the mission, goals, and objectives of the campuses and the district
- Analysis of qualitative and quantitative data that demonstrates how well the program or service area is fulfilling its mission, purpose, services, and Service Area Outcomes
- Accomplishments, Opportunities and Challenges
- Analysis of trends within the program or service area
- Short-term and long-term vision and planning objectives

2-Year Program Update

The requirements and need for district support services can change in a short period of time based on education trends, grant funding, and changes to state, federal, and accreditation requirements. The 2-Year Program Update provides programs or service areas the opportunity to reflect how these changes impacts their areas and update their vision, goals, and objectives accordingly. The 2-Year Program Update focuses on changes in productivity, staffing, and trends, and updates program progress on or changes to the program's vision, goals, and objectives.

District Program Review Rotation

Summer 2018	Summer 2019	Summer 2020	Summer 2021	Summer 2022
4-Year	**4-Year**	**4-Year**	**4-Year**	**4 Year**
TESS • Administrative Applications • Distance Education • Printing Services • Technical Services	**District Support Services** • Business Services • Facilities • Fiscal Services • Human Resources • Internal Auditing	**Chancellor's Office** • District Research • Foundation • Marketing, Public Affairs and Government Relations	**Workforce Development, Advancement & Media Systems** **District Police**	**TESS** • Administrative Applications • Distance Education • Printing Services • Technical Services
2-Year	**2-Year**	**2-Year**	**2-Year**	**2-Year**
Chancellor's Office • District Research • Foundation • Marketing, Public Affairs and Government Relations	**Workforce Development, Advancement & Media Systems** **District Police**	**TESS** • Administrative Applications • Distance Education • Printing Services • Technical Services	**District Support Services** • Business Services • Facilities • Fiscal Services • Human Resources • Internal Auditing	**Chancellor's Office** • District Research • Foundation • Marketing, Public Affairs and Government Relations

Table 2: District Program Review Rotation

Appendix 5: Resource Request Division Rankings

DISTRICT PROGRAM REVIEW
Resource Request Division Rankings

Division: District Support Services (Example)

Programs: Business Services, Facilities, Fiscal Services, Human Resources, Internal Auditing

Resource Request Rankings

Ranking	Resource Request*
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

* Should match Resource Request field in accompanying SBCCD PROGRAM REVIEW RESOURCE REQUEST APPLICATION

Appendix 6: District Program Review 2018-2022 Plan Amendments

<u>August 24, 2018</u>

Table 2: District Program Review Rotation (p. 7)

- Change "Business & Fiscal Services" to "District Support Services"
- Change "EDCT" to "Workforce Development, Advancement & Media Systems"
- Strike KVCR (now included in Media Systems above)
- Expand Chancellor's Office

Appendix 5: Resource Request Division Rankings (p. 24)

- Replace form with simplified form used Summer 2018