



## AGENDA

### District Services Planning and Program Review Committee

September 11, 2020 (10:00 – 11:30 a.m.)

Zoom: <https://cccconfer.zoom.us/j/92440053928>

Agenda Items	Discussion
1. Call to Order	C. Crew
2. Review of Minutes	Review and approval of meeting minutes dated 02/14/2020 (p. 2)
3. Committee Membership	Current roster (p. 3)
4. Review Committee Charge	Clarifying the charge (p. 4)
5. Suspended 2- and 4-Year Evaluations	Suspended 2 and 4-Year Self Evaluations – Just for 2020 (p. 5)
6. Resource Request Timeline and Revised Form	Suggest new timeline and review revised form (p. 6–7)
7. Other/Future Agenda Items	
8. Next Scheduled Meeting	Consider changing the day/time
9. Adjourn	



**SBCCD Services Planning and Program Review Committee  
MINUTES**

550 E. Hospitality Lane, Ste 200  
San Bernardino, CA 92408

February 14, 2020

Jeremiah Gilbert, Chair	Farrah Farzaneh (SBCCD)	Jason Brady (TESS)	Virginia Diggle (SBCCD)
Judy Rodriguez (SBVC)	Jeremy Sims (SBCCD)	Joel Lamore (CHC)	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 10/11/19	<b>Action Item – Approved by Consensus</b>
III. Suspend 2- and 4-Year Evaluations	J. Gilbert reported various changes throughout the District. VC Richard Galope is no longer with the District, EDCT grants will be reassigned to campuses. K. Hannon has been promoted to Vice Chancellor HR and Police Department has been reorganized under HR department. J. Gilbert asked the committee to suspend the 2- and 4-year evaluations due to the District reorg. All agreed.	
IV. Resource Requests Form	J. Gilbert reviewed the resource request form with the committee. The committee agreed to change “budget” to “other”. Under Request Need – replacement to identify no personal replacement. Also, Prof. Experts to be removed since they are not permitted employees.	
V. Summer Timeline	Funding requests for funding 2021-2022. Typically, we have the campuses request by May. J. Gilbert reported at the April 2020 meeting he will draft a timeline as to deadlines for Program Review. V. Diggle asked to have requests earlier than July. J. Gilbert and committee agreed to have the deadline prior to July.	
VI. Upcoming Meetings	Cancelled - March 13, 2020 meeting cancelled.  V. Diggle requested to change the meetings other than Fridays. J. Gilbert will look at scheduling based on current membership and other committee meetings and will report back in April.	
VII. Other/Future Agenda Items	J. Gilbert will supply this committee with the possibility of the membership changing due to the District reorg. He will have more information at the April meeting.	
VIII. Next Meeting	Next meeting - April 10, 2020 at 10:00 a.m.	
IX. Adjournment	Meeting adjourned at 10:29 a.m.	

Respectfully submitted,

Heather Ford  
Executive Administrative Assistant  
Office of the Chancellor

**District Services Planning and Program Review Committee**  
2020-2021 Membership Roster

- **Director of Research, Planning and Institutional Effectiveness (chair)**
  - Christopher Crew
- **One manager and staff from TESS, KVCR, EDCT, Police, and Human Resources**
  - Jeremy Sims and Jason Brady (TESS)
  - Anthony Papa and Jessica Greenwell (KVCR)
  - Deanna Krehbiel and Stacy Garcia (EDCT)
  - Alvin Jackson and Michele Jeannotte (District Police)
  - Kristina Hannon and Marcela Navarro (HR)
- **Two managers and two classified staff from Business & Fiscal Services**
  - Farrah Farzaneh and Larry Strong (Managers)
  - Virginia Diggle and Noemi Elizalde (Classified)
- **1 faculty member from Crafton and SBVC (2 total – Planning and Program Review Committee membership referred)**
  - VACANT (CHC) and Celia Huston (SBVC)
- **1 classified staff member from Crafton and SBVC (2 total – Planning and Program Review Committee members preferred)**
  - Artour Aslanian (CHC) and John Feist (SBVC)
- **2 CSEA members**
  - Michelle Crocfera and Kevin Palkki
- **1 CTA member**
  - Vacant
- **1 Student Senate representative from Crafton and SBVC (2 total)**
  - Vacant (CHC and SBVC)

## **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 Planning and Program Review process.

## **QUESTIONS ABOUT THE CHARGE THAT I WOULD LIKE YOU TO ANSWER FOR ME:**

1. "Advance continual, sustainable quality improvement" ... Is this being accomplished by the 2 and 4-year reviews?
2. "Oversees the annual District Services planning and program review process" ... Is this also referring to the 2 and 4-year reviews?
3. Is the DSPPR "planning and program review process" simply the resource request rankings and the 2 and 4-year reviews?
4. What types of recommendations does this committee make to the Chancellor's Cabinet?

## District Program Review 4-Year Rotation

Summer 2018 (completed)	Summer 2019 (completed)	Summer 2020 (moved to 2021)	Summer 2021 (moved to 2022)
<b>4-Year</b>	<b>4-Year</b>	<b>4-Year</b>	<b>4-Year</b>
<b>TESS</b> <ul style="list-style-type: none"> <li>• Admin App</li> <li>• Distance Education</li> <li>• Printing Services</li> <li>• Technical Services</li> </ul>	<b>District Support Op</b> <ul style="list-style-type: none"> <li>• Business Services</li> <li>• Facilities</li> <li>• Fiscal Services</li> <li>• Human Resources</li> <li>• Internal Auditing</li> </ul>	<b>Chancellor's Office</b> <ul style="list-style-type: none"> <li>• District Research</li> <li>• <del>Foundation</del></li> <li>• Marketing, Public Affairs &amp; Govt. Relat.</li> </ul>	<b>Workforce Development, Advancement &amp; Media Systems <sup>A</sup></b>  <b>District Police <sup>B</sup></b>
<b>2-Year</b>	<b>2-Year</b>	<b>2-Year</b>	<b>2-Year</b>
<b>Chancellor's Office</b> <ul style="list-style-type: none"> <li>• District Research</li> <li>• Foundation</li> <li>• Marketing, Public Affairs &amp; Govt. Relat.</li> </ul>	<b>Workforce Development, Advancement &amp; Media Systems <sup>A</sup></b>  <b>District Police <sup>B</sup></b>	<b>TESS</b> <ul style="list-style-type: none"> <li>• Admin App.</li> <li>• Distance Education</li> <li>• Printing Services</li> <li>• Technical Services</li> </ul>	<b>District Support Op</b> <ul style="list-style-type: none"> <li>• Business Services</li> <li>• Facilities</li> <li>• Fiscal Services</li> <li>• Human Resources</li> <li>• Internal Auditing</li> </ul>

<sup>A</sup> Workforce Development, Advancement & Media Systems includes Workforce Development (formerly EDCT), Advancement (District Grants Office), and Media Systems (Empire Network: KVCR TV-PBS; KVCR FM-NPR; FNX; and Empire Digital)

<sup>B</sup> Police is now under HR.

**Note:** We will discuss the red columns. The district underwent a reorganization and Police is now under HR so we need to update the rotation timeline and departments accordingly.

## Alignment of Program Review Processes

The District Services Planning and Program Review Committee has shifted their timeline to better align with the campuses. Traditionally, the District and the Campus Program Review processes begin in September and culminate in May. This created some fundamental difficulties, including:

- District planning was concurrent with campus planning cycles.
- District planning was based on campus needs from the prior year.
- Campuses were developing new resource requests before knowing the District response to the previous year's requests.

In order to better align with the campus Program Review processes, the District will shift their timeline so that the bulk of the District Program Review takes place between May – September, after campus program review are complete and results are available and before campuses begin their next program review cycle.

### District Program Review Activities (May – October)

Month	Activities
May	Program Review results available from campuses
June	Programs complete 4-Year Self-Evaluations and 2-Year Program Updates
July	Programs complete Resource Request Applications
August	District Divisions complete Resource Request Division Rankings
September	District Program Review Committee Ranks Resource Requests
October	Ranked Resource Requests submitted to District Budget Committee

The District Services Planning and Program Review Committee will continue to meet regularly throughout the year and establish an annual calendar of meetings and detailed activities.

**Note:** we will discuss how to adjust the timeline to get back track with the schedule listed above.

## Appendix 4: District Program Review Resource Request Application

Name of Person Submitting Request:	
Program or Service Area:	
Resource Request:	
Type of Request:	<input type="checkbox"/> Personnel <input type="checkbox"/> Equipment/Technology <input type="checkbox"/> <b>Change Budget to Other</b>
Request Need:	<input type="checkbox"/> Replacement <input type="checkbox"/> Growth <input type="checkbox"/> <b>Prof. Expert</b> <input type="checkbox"/> Categorical
Amount Requested:	
Resource Type:	<input type="checkbox"/> One Time <input type="checkbox"/> Ongoing
Object Code:	
Program Ranking:	
District and/or Campus Master Planning:	

**Are there alternative funding sources? (For example, Department Budget, Perkins, Grants, etc.)** Yes  No  **If yes, what are they** \_\_\_\_\_

1. Provide a rationale for your request. (Explain, in detail, the need for this request.)

2. Indicate how this request is related to the challenges, opportunities, goals, objectives and data in the department's Program Review Self-Evaluation.

3. Indicate how this request will improve productivity and service.

4. Indicate how this request will improve student learning.

5. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

6. Indicate any related costs (including any ongoing maintenance or updates) and program/area's plans to support those costs.

7. Given that district resource requests are assessed to the colleges, what is the benefit of this request to the colleges?

8. What are the consequences of not funding this request?