



## District Services Planning and Program Review Committee

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

Meeting Minutes – March 9, 2021

### **Members Present:**

Christopher Crew (Chair)  
Virginia Diggle  
Deanna Krebhiel  
Jeremy Sims  
Erika Menge – proxy for Farrah Farzaneh  
Farrah Farzaneh  
Marcela Navarro  
Michele Jeannotte  
Al Jackson  
Jason Brady  
Tony Papa  
Noemi Elizalde  
Jessica Greenwell  
Cassandra Thomas  
Artour Aslanian  
Heather Ford (recorder)

### **Guests Present:**

Michael Nguyen  
Corrina Baber

### **I. WELCOME & INTRODUCTIONS**

C. Crew called the meeting to order at 10:32 a.m.

### **II. APPROVAL OF NOVEMBER 10, 2020 MINUTES**

Deanna Krebhiel moved to approve the minutes of the District Services Planning and Program Review committee meeting held on February 9, 2021, Tony Papa seconded the motion. The minutes were approved by the following vote.

Ayes: Unanimous

Noes: None

Abstentions: None

### **III. CHANCELLOR'S CABINET**

*Update on AppArmor Request* – C. Crew reported he met with a few vendors for a demo and proposal. They are under a two-week process to verify the functionality. Luke Bixler has met with vendor to discuss particulars about the contract and software. They will return to Chancellor's Cabinet to make recommendation. Chef Al Jackson updated the committee the Everbridge is allowing us to "test drive" the app. He has some concerns regarding the public safety piece within the app. Everbridge requires SBCCD

to give KPIs and is not an “off the shelf” app. Their public safety app is not user friendly and is underdeveloped. The Everbridge mass notification is user friendly over Regroup. Everbridge is willing to create a better public safety piece based on SBCCD’s requirements.

Jeremy Simms recommended to proceed with caution as with any new app and consider using a vendor who has already mastered the public safety piece of the app.

C. Crew will confirm the resource request timeline with Chancellor’s Cabinet.

#### IV. **REVIEW OF RESOURCE REQUEST**

*Update on Information Gathered and Drafting New Process* – C. Crew reviewed his conversations with the campus program review chairs. The goal is to evaluate programs against their adherence strategic directions and goals. Programs are required to update their Ed Master plan narrative annually.

Resource request in Spring:

SBVC – early spring

CHC – late spring

Beginning now through next cycle, C. Crew and the campus Program Review Chairs will meet monthly to keep the alignment alive and informative across the district and both campuses.

C. Crew reviewed feedback from DSPPRC, ACCJC ad-hoc task force, partnership resource team visits, and goals in the IEPI, the program review process is being reviewed and updated to include or delve deeper the following:

- Strengthen ties between Campus Program Review and District Program Review
- Align District Resource Requests with Campus Strategic Goals and Initiatives
- Alignment of Campus District Processes
- Integrated ranking and departmental resource requests.

The District Program Review Resource Application: modify the language to #7: expand on how this request relates to DSO support or College Support Plan?

#### V. **OTHER/FUTURE TOPICS**

***Homework Assignment: Two Questions*** - Deadline is next meeting.

Criteria	Assigned to
Impact on students	Tony, Noemi
Mandated activities related to facilities and safety	Farrah and Erika
Accreditation requirements	Christopher
Innovation	Deanna, Virginia
Impact on quality and comprehensiveness of program	
The vision, mission, and values of the district	Marcela
The District Strategic Plan	
Service levels	
Effective infrastructure	

Come up with a way to evaluate the criteria above? Answer the following questions.

- Is this request needed to support a college need?
- Does this request align with a college need?

The committee agreed to have the homework assignment be sent out committee-wide, and those who can participate will send their feedback to H. Ford. After, C. Crew will formalize the process in a written document. C. Crew to research the meaning of the specific criteria listed above.

Chef recommended infusing college strategic plan. T. Papa recommended using examples (ex: AppArmor).

**VI. NEXT SCHEDULED MEETING**

The next meeting is scheduled for April 13, 2021 at 10:30 a.m. via Zoom  
<https://cccconfer.zoom.us/j/92440053928>

**VIII. ADJOURNMENT**

The meeting was adjourned at 11:25 a.m.

*Heather Ford, Recorder, Office of the Chancellor*