District Services Planning and Program Review Committee
April 13, 2021 at 10:30 a.m.
Via Zoom: https://cccconfer.zoom.us/j/92440053928

Agenda Items	Discussion
1. Call to Order	Christopher Crew
2. Review of Minutes	Review and approval of meeting minutes dated 3/9/2021 **(pp. 2 – 4)**
3. Chancellors Cabinet	Update on AppArmor Request
4. Changes to District Assembly and Program Review Committee	Vice Chancellor of Educational Services **(pp. 5)**
5. Modifying Request Process	Review Homework Assignment, Sample Rubric for Resource Request **(pp. 6 - 8)**
6. Other/Future Agenda Items	Continued: Modifying Resource Request Process
7. Next Meeting	May 11th at 10:30 a.m.
8. Adjourn	

*Completed division resource request information can be found at:
http://www.sbccd.edu/research/Program_Review/Resource_Requests

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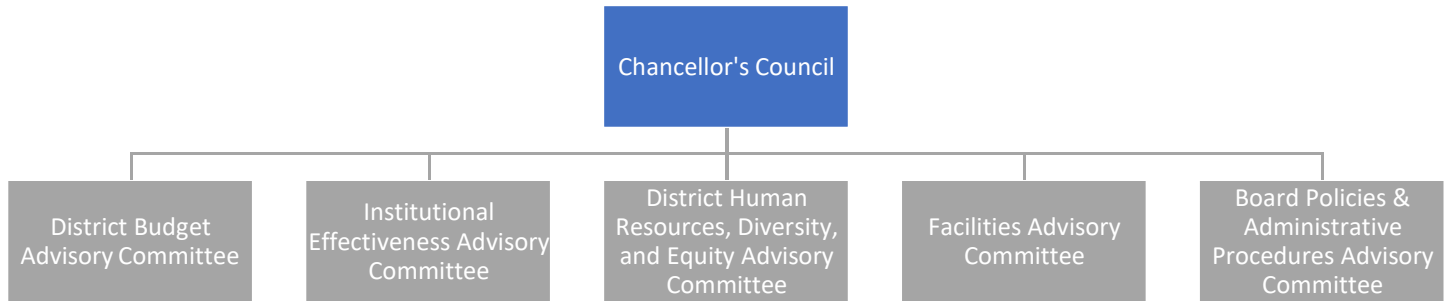
The next meeting is scheduled for April 13, 2021 at 10:30 a.m. via Zoom
https://cccconfer.zoom.us/j/92440053928

VIII. **ADJOURNMENT**

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

Heather Ford, Recorder, Office of the Chancellor

SAN BERNARDINO ⬤ COMMUNITY COLLEGE DISTRICT

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                          │  Chancellor's Council │
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│ District ││Institutional││District Human││Facilities││Board Policies &│
│ Budget   ││Effectiveness││Resources,   ││Advisory  ││Administrative  │
│ Advisory ││Advisory     ││Diversity,   ││Committee ││Procedures      │
│Committee ││Committee    ││and Equity   ││          ││Advisory        │
│          ││             ││Advisory     ││          ││Committee       │
│          ││             ││Committee    ││          ││                │
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COMMITTEES AND CHAIRS:

1. **Chancellor's Council:** Chancellor

2. **District Budget Advisory Committee:** Executive Vice Chancellor

3. **Institutional Effectiveness Advisory Committee:** Vice Chancellor of Education Services

   a. Includes District Program Review, Technology, and Academic Calendar Taskforce

4. **District Human Resources, Diversity, and Equity Advisory Committee:** Vice Chancellor ofHuman Resources & Police Services

   a. Includes Benefits, Equivalency, Sabbatical, EEO, and HSI

5. **Facilities Advisory Committee:** Sr. Facilities Director

   a. Includes Facilities, Safety, Energy, and Sustainability

6. **Board Policies & Administrative Procedures Advisory Committee**: Co-Chairs - ExecutiveVice Chancellor & Vice Chancellor of Human Resources & Police Services

Following committees will be evaluated to determine if they need to be standalone or placed under the new committee format:

- District Assembly (Changed to Chancellor's Council)

- District Services Planning and Program Review Committee

- TESS Committees

- Academic Calendar Committee

- District Benefits Committee

- District Equivalency Committee

- District Sabbatical Leave Committee

- District Sites Safety Committee

- Districtwide Safety Committee

- Equal Employment Opportunity (EEO) Committee

- Hispanic-Serving Institution (HSI) Advisory Committee

RUBRIC FOR PRIORITIZING PROGRAM REVIEW RECOURSE REQUEST

SBCCD PROGRAM REVIEW COMMITTEE

SPRING 2021

All requests will be scored using the rubric that follows on page 3. Use the guidance in the bullets below to strengthen your justification. This will help the scoring committee understand your request and increases the chances that your request will receive a higher score.

External Mandates
If the requested resource supports a Federal or state mandate, addresses health and safety, and/or is required to support programmatic accreditation or licensure already in place, that request will be pulled from the list and considered separately.

Category 1: Program Review
Requests with strong justification will:
- Show a clear connection to Program Review goals and objectives
- Include consideration of the anticipated effect/outcome of the resource

Category 2: Outcomes Assessment
Requests with strong justification will:
- Provide clear connection to results of specific goals and objectives and Service Area Outcome assessments listed in the 4-year and/or 2-year review

Category 3: Institutional Alignment
Requests with strong justification will:
- Show a direct link/support for the Mission and one or more Institutional Goals (outlined in the Education Master Plan)and/or goals outlined in an EMP support plan (e.g., Tech Plan; Equity Plan, DSO plan etc.)
- Include consideration of the anticipated effect/outcome of the resource

Additional points may be awarded based on the requested resource's potential for broad, institutional impact (i.e., how will funding this request affect other programs or departments?)

	CRITERIA	NONE (0)	LOW (1)	MODERATE (2)	STRONG (3)	SCORE
PROGRAM REVIEW	Mandated Activities	Does not address				
	Accreditation Requirements	Does not address	Request includes some information, but some areas are incomplete and/or connection to Program Review is not immediately clear	Request is clear, complete, and demonstrates a connection to Program Review	Request is clear and complete, shows connection to Program Review, and refers to student learning and/or student achievement data for support	
	Innovation	Does not address	Requested resource has little potential for impact outside the requesting department	Requested resource has some potential for impact outside the requesting department	Requested resource has strong potential for broad, institutional impact	
OUTCOMES ASSESSMENT	Impact on Students	Does not address				
	Service Levels	Does not address				
	Effective Infrastructure	Does not address				
INSTITUTIONAL ASSIGNMENT	Impact on Quality & Comprehensiveness of Program	Does not address	Request rationale includes some information, but some areas may be incomplete and rationale may not be clear	Request rationale is clear, complete, and shows some connection to program health/vitality	Request rationale is clear, complete, includes consideration of sustainability, and/or demonstrates how the impact of the resource on the program will be evaluated for ongoing effectiveness	
	The Vision, Mission, and Values of the District and/or Colleges	Does not address	Request shows general connection to the Mission	Request shows general connection to the Mission & one or more institutional goals outlined in the EMP	Request 1) shows direct link and support for the Mission and one or more specific institutional goals outlined in the EMP, and 2) includes consideration of how the impact of the resource will be evaluated	
	The district strategic plan or college resource request	Does not address	Request shows general connection to one or more initiative or plan	Request shows connection to one or more specific initiative, operational plan, or EMP support plan	Request shows direct link and support for specific operational plan or initiative, and includes consideration of how the impact of the resource will be evaluated	

TOTAL SCORE: