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District Services Planning & Program Review Subcommittee

Meeting Minutes – August 31, 2021, 10:30 a.m.

Via Zoom: https://cccconfer.zoom.us/j/96157400569

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Present | Absent |  | Present | Absent |
| Christopher Crew (DSO) | X |  | Michele Jeannotte (Police) | X |  |
| Heather Ford (DSO) | X |  | Corina Baber (DSO) | X |  |
| Joe Opris (DSO) | X |  | Marcela Navarro (DSO) | X |  |
| Jeremy Sims (DSO) | X |  | Farrah Farzaneh (DSO) – Erika Menge | X |  |
| Jason Brady (TESS) | X |  | Larry Strong (DSO) |  | X |
| Anthony Papa (KVCR) | X |  | Virginia Diggle (DSO) | X |  |
| Deanna Krehbiel (EDCT) | X |  | Noemi Elozalde (DSO) |  | X |
| Kathy Fonseca (EDCT) | X |  | Celia Huston SBVC) | X |  |
| Al Jackson (Police) | X |  | Artour Aslanian (CHC) | X |  |
| John Fiest (SBVC) | X |  |  |  |  |

Guests:  
Michael Nguyen

# I. Welcome & Introductions

Christopher Crew called the meeting to order at 10:31 a.m.

**II. Welcome from Chancellor Rodriguez**

# III. Approval of Minutes of May 11, 2021

Deanna Krehbiel moved to approve the 2021-05-11 DSPPRC minutes. Artour Aslanian seconded the motion.

AYES: Unanimous

NOES: None

ABSENT: None

ABSTENTIONS: None

# IV. Recap of 2020-2021 DSPPRC

M. Nguyen updated the committee with AppArmor progession. The app will consists of anything plans we want permanently in the app. They anticipate AppArmor having a three week timeframe once AppArmor has all SBCCD information relative to the app.

# V. Resource Request

1. New Rubric - C. Crew reviewed the work completed over the summer by J. Fiest, J. Brady, F. Farzaneh, H. Ford, E. Menege, and C. Crew regarding the resource request documents and process. The committee reviewed, commented, and revised the new rubric for prioritizing program review source request.

* Category 2: Outcomes Assessment - opportunity to identify missing outcomes.
* Explanation of Mandate table – add - Is current funding designated for the mandate? Why are additional funding needed?
* The committee agreed if the resource request is weak or no response, the committee will return it back to the department for revisions (information/justification).
* Rubric – change Effective Infrastructure to Effectivenss Infrastructure/Processes (organizational infrastructure).

The committee agreed C. Crew, J. Brady, H. Ford, J. Fiest, F. Farzaneh (E. Menge) will meet separately to reexamine the resource request rubric. Thursday, Septemer 2nd at 11:00 a.m.

1. Timeline – C. Crew revied the campus and DSO resource request timeline.

# VI. Review Planning Documents

1. 2-year Review (TESS)
2. 4-year Review (HR and Police Services)

**VII. Next Meeting Committee Organizational Meeting**

1. **Committee Organization – Non-Brown Act** 
   1. Review Membership and Voting Seats
   2. Quorum Requirements
   3. Set Agenda for the Year
   4. Review Charge
   5. Discuss Need for a Purpose Statement
   6. Review Resource Request Application Process
   7. Review Resourcee Request Rubric

**VIII. Other Items**

**IX. Next Meeting**

Thursday, September 14, 2021 at 10:30 a.m.

Via Zoom: https://cccconfer.zoom.us/j/96157400569

**X. Adjournment**

The meeting adjourned at 12:17 p.m.