District Services Planning & Program Review Subcommittee
Meeting Agenda and Packet - September 14, 2021 at 10:30 a.m.
Via Zoom: https://cccconfer.zoom.us/j/96157400569

I. **CALL TO ORDER**

II. **WELCOME AND INTRODUCTIONS**

III. **ANNUAL ORGANIZATIONAL MEETING**
   A. Chancellor's Council & Advisory Committee Structure
   B. District Planning & Program Review Subcommittee Organization
      1. Charge
      2. Meetings
      3. Representation
      4. Membership
      5. Quorum
   C. Membership Roster
   D. Nominate and Elect Tri-Chairs
   E. Discuss Need for a Purpose Statememt

IV. **APPROVAL OF MINUTES**
   A. 2021-08-31 Minutes

V. **SET AGENDA FOR THE YEAR**
   A. 2 & 4 Year Reviews and Planning Timeline
   B. Resource Request Process

VI. **RESOURCE REQUEST RUBRIC**

VII. **OTHER ITEMS**

VIII. **NEXT MEETING**
   A. Tentative: Tuesday, October 12, 2021 at 10:30 a.m.
      Via Zoom: https://cccconfer.zoom.us/j/96157400569
      1. TESS 2-year Review
      2. Resource Request Rubric?
      3. Resource Request Submission Timeline?
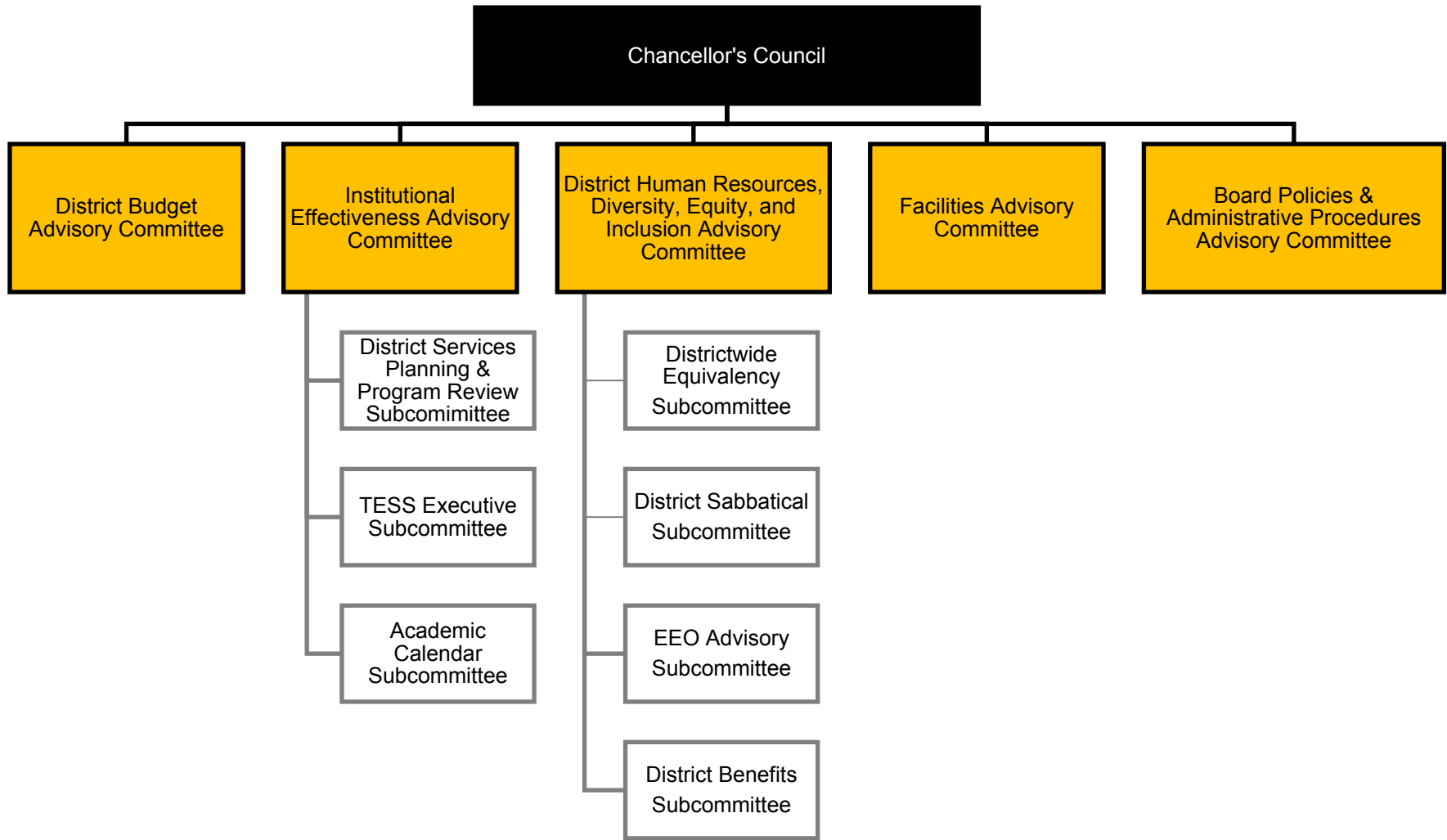
IX. **ADJOURNMENT**

SBCCD Mission:
The San Bernardino Community College District (SBCCD) transforms lives through the education and training of students for the benefit and enrichment of our diverse communities.

DSPPRS Charge:
The charge of the District Services Planning and Program Review Subcommittee (DSPPRS) 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 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 Institutional Effectiveness Advisory Committee, and determine and implement improvements to the District Services Planning and Program Review process.

Chancellor's Council
Advisory Committee Structure

Chancellor's Council

- **District Budget Advisory Committee**
- **Institutional Effectiveness Advisory Committee**
  - District Services Planning & Program Review Subcomimittee
  - TESS Executive Subcommittee
  - Academic Calendar Subcommittee
- **District Human Resources, Diversity, Equity, and Inclusion Advisory Committee**
  - Districtwide Equivalency Subcommittee
  - District Sabbatical Subcommittee
  - EEO Advisory Subcommittee
  - District Benefits Subcommittee
- **Facilities Advisory Committee**
- **Board Policies & Administrative Procedures Advisory Committee**

District Services Planning & Program Review Subcommittee

Charge

The charge of the District Services Planning and Program Review Subcommittee (DSPPRS) 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 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 Institutional Effectiveness Advisory Committee, and determine and implement improvements to the District Services Planning and Program Review process.

Meetings

2nd Tuesday, 10:30 a.m. via Zoom, Non-Brown Act

Members will:

- Honor agenda and be prepared to participate in the entire meeting.
- Keep discussions focused on the issues, not on the person presenting them, nor on items not immediately relevant to the topic.
- Encourage full and open participation by all DSPPRS members and make a concerted effort to avoid discussions that are dominated by a few people.
- Welcome and solicit diverse opinions and viewpoints, remembering that disagreements are acceptable, often leading to good decision-making.
- Practice active listening skills in order to avoid pre-formulated responses, interruptions and sidebar conversations.

Membership

- Tri-Chair (administrative) Vice Chancellor of Educational Services (proxy District Director of RPIE)
- Tri-Chair (faculty) elected by committee from committee
- Tri-Chair (classified) elected by committee from committee
- TESS Manager (appointed by CTO)
- TESS Representative (appointed by CTO)
- KVCR Manager (appointed by KVCR ED)
- KVCR Staff (appointed by KVCR ED)
- EDCT Manager (appointed by EDCT ED)
- EDCT Staff (appointed by EDCT ED)
- Chief of Police
- Police Staff (appointed by Chief of Police)
- Human Resources Manager (appointed by VC HR)
- Human Resources Staff (appointed by VC HR)
- Manager DSO Business & Fiscal (appointed by EVC)
- Manager DSO Business & Fiscal (appointed by EVC)
- Manager CHC (appointed by President)
- Manager SBVC (appointed by President)
- DSO Classified Staff Business & Fiscal (appointed by CSEA)
- DSO Classified Staff Business & Fiscal (appointed by CSEA)
- District Director of RPIE
- Confidential Group Representative (by position, EA Office of the Chancellor)
- Faculty Member, CHC (Campus Planning and Program Review Committee membership preferred. Appointed by the Academic Senate)
- Faculty Member, SBVC (Campus Planning and Program Review Committee membership preferred. Appointed by the Academic Senate)
- Classified Member, CHC (Campus Planning and Program Review Committee membership preferred. Appointed by Classified Senate)
- Classified Member, SBVC (Campus Planning and Program Review Committee membership preferred. Appointed by Classified Senate)
- CSEA Representative, CHC (appointed by CSEA)
- CSEA Representative, SBVC (appointed by CSEA)
- CTA Representative (appointed by CTA)
- Associated Student Government President or designee, CHC
- Associated Student Government President or designee, SBVC
- Black Faculty & Staff Representative
- Latino Faculty Staff Administrators Association Representative

Representation

Members will:

- Maintain and promote a focus that is based on district strategic priorities rather than personal, constituency or college interests.
- Represent constituency with accuracy and truthfulness, presenting data as completely as possible and not selectively withholding information.
- Communicate a clear understanding of the issues and any DSPPRS recommendations to their constituency.
- Solicit input from and disseminate information to their respective constituency group.
- Base interpersonal behavior on the assumption that we are all people of goodwill, ensuring that interactions within and outside the DSPPRS meetings are consistent with expectations of discretion and respect for individual and institutional integrity.
- Honor and acknowledge the contributions of individuals as well as the accomplishments of the whole team, regardless of the level of controversy in the discussion or its outcome.

Quorum

A quorum from the committee's membership will be comprised of:

- Two faculty representatives (one from each campus).
- Two classified representatives (one from each campus).
- Two management representatives (one from each campus).
- One member from the Black Faculty & Staff Association.
- One member from the Latino Faculty, Staff & Administrators' Association.

Committee Roster

September 2021 – August 2022

Representation	Member
Tri-Chair (administrative) VC, Educational Services proxy District Interim Director RPIE	Christopher Crew
Tri-Chair (faculty) *elected by committee from committee*	*(pending election)*
Tri-Chair (classified) *elected by committee from committee*	*(pending election)*
1. TESS Manager (appointed by CTO)	Jeremy Sims
2. TESS Staff (appointed by CTO)	Jason Brady
3. KVCR Manager (appointed by KVCR ED)	Anthony Papa
4. KVCR Staff (appointed by KVCR ED)	Rick Dulock
5. EDCT Manager (appointed by EDCT ED)	Deanna Krehbiel
6. EDCT Staff (appointed by EDCT ED)	Kathy Fonseca
7. Chief of Police	Al Jackson
8. Police Staff (appointed by Chief of Police)	Michele Jeannotte
9. Human Resources Manager (appointed by VC HR)	Joe Opris
10. Human Resources Staff (appointed by VC HR)	Marcela Navarro
11. DSO Fiscal Services Manager (appointed by EVC)	Farrah Farzaneh (proxy Erika Menge)
12. DSO Fiscal Services Manager (appointed by EVC)	Larry Strong
13. DSO Fiscal Services Staff (appointed by EVC)	Virginia Diggle
14. DSO Fiscal Services Staff (appointed by EVC)	Noemi Elizalde
15. District Director RPIE	Christopher Crew
16. Confidential Group Representative (by position, EA Office of the Chancellor)	Heather Ford
17. Management Representation, CHC (appointed by President)	Giovanni Sosa
18. Management Representation, SBVC (appointed by President)	Joanna Oxendine
19. Faculty Member, SBVC (P&PR Committee preferred. Appointed by Academic Senate)	Celia Huston
20. Faculty Member, CHC (P&PR Committee preferred. Appointed by Academic Senate)	Brandi Bales
21. Classified Member, CHC (P&PR Committee preferred. Appointed by Classified Senate)	Artour Aslanian
22. Classified Member, SBVC P&PR Committee preferred. Appointed by Classified Senate)	John Feist
23. CSEA Representative, CHC (appointed by CSEA)	Corrina Baber
24. CSEA Representative, SBVC (appointed by CSEA)	Yendis Battle
25. CTA Representative (appointed by CTA)	*Meridyth McLaren (pending appointment)*
26. Associated Student Government President or designee, CHC	Madeleine Boone
27. Associated Student Government President or designee, SBVC	Paul Del Rosario

28. Black Faculty & Staff Association representative	*Keynasia Buffong (pending appointment)*
29. Latino Faculty Staff Administrators Association representative	Tahirah Simpson (proxy Ernest Guillen)

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

    A. 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.

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

VI. Review Planning Documents

    A. 2-year Review (TESS)

    B. 4-year Review (HR and Police Services)

VII. Next Meeting Committee Organizational Meeting
    A. 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.

RUBRIC FOR PRIORITIZING PROGRAM REVIEW RESOURCE 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.

Please note, the rubric is **not a ranking** of which request has the most merit, rather, it is a tool the committee will use to measure **how well** the resource request has been **justified**. Keep in mind, District resource requests will go through the collegial consultation process and ultimately, Chancellor's Cabinet will make the determination on what gets funded. As such, the committee will use the rubric, and the supporting evidence, to help refine all resource requests with the goal of maximizing the possibility that the DSO needs will be clearly understood and sufficiently considered for approval.

Category 1: Program Review

Requests with strong justification will:

- Show a clear connection to Program Review planning goals and objectives

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
- Include consideration of how the request will improve outcome assessment (opportunity to identify missing outcomes)

Category 3: Institutional Alignment

Requests with strong justification will:

- Show a direct link/support for the District Mission, Values or Goals or 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.) – <mark>need to make a note somewhere that points out that the plan referenced may be old. Ask for plan year?</mark>
- Include consideration of the anticipated effect/outcome of the resource

----

HIGH PRIORITY REQUEST (E.G., EXTERNAL MANDATE RISK ASSESSMENT)

If the requested resource supports a federal, state or local mandate, addresses health and safety, and/or is required to support programmatic accreditation or licensure already in place, that request will be given special consideration.

Please note, simply having a resource request that is "mandated" is not a necessary and sufficient condition for placing the request at the top of the District priority list. All "mandate-related" requests will be critically evaluated by the committee to verify the provided justification of the **self-assessed priority** and **level of risk**. Requests justified as high-risk mandates will be placed at the top of the district priority list and all other mandated requests will be considered with the larger pool of requests.

Also note, it is the responsibility of the department/requestor to provide evidence and justification for their ***self-assessed priority*** and ***level of risk***. The committee will only review evidence provided with the submission but may ask for additional evidence or explanation if something is unclear.

IS THE REQUEST LINKED TO A MANDATE?

_____   No – Complete the Resource Request Form

_____   Yes – Complete the "Explanation of Mandate" form provided below **<u>in addition</u>** to the Resource Request Form

---

EXPLANATION OF MANDATE

Please answer the questions below concerning the nature of the mandate, as it relates to your resource request. Please be specific in your responses and, to the extent possible, please use lay terminology that will be easily understood by the committee.

Is this a federal, state or local mandate (e.g., state licensure, sustainability, health and safety)?:	
Is this mandate given by a non-governmental governing body (e.g., accreditation, certification, contracts, etc.)?:	
When did/does the mandate take effect?:	
Please provide a reference for the mandate (e.g., an electronic document, a bill identifier [e.g., AB540], a link to a website):	
In your assessment, is this mandate a low, medium or high priority?:	
Please describe the nature of the mandate and why it is considered to have the above priority (be specific and use lay terminology)?:	
How does the resource request comply with the mandate and mitigate the associated risk?:	
Is there a consequence/penalty for failure to adhere to the mandate (Yes/No)?:	
Is current funding designated for the mandate? If yes, why is additional funding needed?:	
Please describe the consequence/penalty (e.g., monetary or impact on accreditation):	

Note: The levels of risk are primarily distinguished by time and penalty.

High: (1) Takes effect in 2 or fewer years or requires an implementation time greater than 2 years (2) Has a monetary penalty or has an impact on operations.

Medium: (1) Takes effect in 2 or more years (2) Has a monetary penalty or has an impact on operations.

Low: (1) No penalty but failure to implement reflects poorly on the district.

Questions for the committee:

1. *How do we determine when to ask for a resubmission (e.g., when one response is weak?)*
2. *Do we want to meet with each requestor or just those ranked as #1 and those with a score below a certain cut off?*

	CRITERIA	NONE (0)	WEAK (1)	MODERATE (2)	STRONG (3)	SCORE
PROGRAM REVIEW	Mandated Activities	Yes / No High / Medium / Low	Describes the mandate but no explanation of **risk mitigation**	Describes the mandate, **clear** explanation of **risk mitigation**	Describes the mandate, **clear and quantified explanation** of **risk mitigation**	
	Relevance to 4-year plan	Does not address	Request is incomplete and/or does not demonstrate a clear connection to Program Review 4-year plan.	Request is complete but does not demonstrate a clear **connection** to Program Review 4-year Plan.	Request is complete and demonstrates a clear **connection** to Program Review 4-year Plan.	
	Innovation: Sustainability, H&S, HR recruitment, Kiosk, Skills assessment	Does not address If not addressed it needs to be resubmitted.	Requested resource has **weak** ties to emerging technologies, techniques, processes, and applications that prove adoption of best practices	Requested resource **has clear but weak** ties to emerging technologies, techniques, processes, and applications that prove adoption of best practices	Requested resource has **clear and strong** ties to emerging technologies, techniques, processes, and applications that prove adoption of best practices	
OUTCOMES ASSESSMENT	Impact on Students	Does not address	Request acknowledges SAO assessments in the category generally but does not target specific assessments and the anticipated effect on those assessments.	Request clearly lists specific SAO assessments targeted in the category but does not discuss the anticipated effect on those assessments.	Request clearly lists specific SAO assessments targeted in the category and discusses the anticipated effect on those assessments.	
	Service Levels (customers)	Does not address	Request acknowledges SAO assessments in the category generally but does not target specific assessments and the anticipated effect on those assessments.	Request clearly lists specific SAO assessments targeted in the category but does not discuss the anticipated effect on those assessments.	Request clearly lists specific SAO assessments targeted in the category and discusses the anticipated effect on those assessments.	
	Effective Infrastructure/Processes (organizational infrastructure)	Does not address	Request acknowledges SAO assessments in the category generally but does not target specific assessments and the anticipated effect on those assessments.	Request clearly lists specific SAO assessments targeted in the category but does not discuss the anticipated effect on those assessments.	Request clearly lists specific SAO assessments targeted in the category and discusses the anticipated effect on those assessments.	
INSTITUTIONAL ALIGNMENT	Impact on Quality and Comprehensiveness of Program	Does not address	Request rationale is incomplete and/or does not demonstrate a clear connection to program quality and comprehensiveness.	Request rationale is,**complete**, but does not demonstration a clear **connection** to program quality and comprehensiveness.	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 quality and comprehensiveness.	
	The Vision, Mission, and Goals (VMG) of the District or College Ed Master Plan (EMP)	Does not address	Request **refers to** the VMG of the District **or** the institutional goals outlined in the College EMP **but fails** to demonstrate a **clear link** to or **support** for either.	Request demonstrates a **clear link** to and **support** for the VMG of the District **or** institutional goals outlined in the College EMP.	Request 1) has **clear link** to & **support** for the district VMG **or** specific institutional goals outlined in the college 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 demonstrates a **clear link** to a specific initiative, operational plan, or EMP support plan	Request shows direct link and support for a specific operational plan or initiative, and includes consideration of how the impact of the resource will be evaluated	
					TOTAL SCORE:	

** results either weak or none will be sent back to department for more information/justification