



## **District Services Planning and Program Review Subcommittee**

Meeting Agenda and Packet: October 12, 2021 at 10:30 a.m.

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

### **I. CALL TO ORDER**

### **II. WELCOME AND QUORUM SATISFACTION**

- A. Quorum: 50%+1\* with a minimum of two CHC members, two SBVC members, two DSO members, and out of those six, three out of the four Constituent Groups are present (students, classified, faculty, management). Quorum will include voting members only. \*50% +1 will be calculated using 50% of total appointed members (not 50% of appointed members plus vacancies).

The newly approved quorum will stay at the advisory committee level.

Subcommittees/task force/workgroup's quorum structure (if needed, not

mandatory) will be unique and established by the overriding advisory committee.

Advisory committees can adjust as they see fit.

### **III. APPROVAL OF MINUTES**

- A. 2021-09-14 Minutes

### **IV. DISTRICTWIDE PPR ADVISORY COMMITTEE**

The committee would focus on aligning (loosely construed) program review processes across the district & ensuring the adoption of best practices.

### **V. MEMBERSHIP OF NEW COMMITTEES**

The DSOPPRSC would only have DSO staff while the Districtwide committee would have the same representation as Chancellors Council.

### **VI. RESOURCE REQUEST RUBRIC HOMEWORK**

We will open up the meeting for discussion but will only address major issues that are brought up by committee members.

### **VII. SET AGENDA FOR THE YEAR**

1. Submitting resource request using old process
2. Evaluating the TESS 2-year review
3. Establish DSO program review model

### **VIII. TIMELINE FOR TERM**

1. November: Review resource requests
2. December: Rank resource requests
3. December: Establish a program review cycle

**IX. NEXT MEETING**

Tuesday, November 9, 2021, at 10:30 a.m.

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

We will discuss the submitted resource requests as a group in preparation for ranking them at the December meeting.

**X. ADJOURNMENT**



## District Services Planning & Program Review Subcommittee

Meeting Minutes – September 14, 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	Rick Dulock (KVCR)	X	
Gio Sosa (CHC)	X		Joanna Oxendine (SBVC)	X	
Brandi Bales (CHC)	X		Yendis Battle	X	
Merifyth McLaren		X	Maddie Boone (CHC) – Proxy Isaiah Lynch	X	
Paul Del Rosario (SBVC)	X		Keynasia Buffong (BFSA)	X	
Tihirah Simpson (LFSAA)	X				

Guests: Shari Blackwell, Elena Sanchez

### I. CALL TO ORDER

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

### II. WELCOME AND INTRODUCTIONS

The committee did self introductions.

### III. ANNUAL ORGANIZATIONAL MEETING

#### A. Chancellor's Council & Advisory Committee Structure

H. Ford reviewed the newly structured Chancellor's Council organization and participatory governance.

#### B. District Planning & Program Review Subcommittee Organization

##### 1. Charge

H. Ford reviewed the subcommittee charge.

##### 2. Meetings

H. Ford discussed the meeting date/time and clarified the subcommittee will be vi Zoom only.

##### 3. Representation

H. Ford reported the representation on this subcommittee is to mimick the representation of Chancellor's Council. B. Bales explained the quorum is to be used vaguely.

**4. Membership**

**5. Quorum**

B. Bales explained the quorum is to be used vaguely. There was discussion regarding the quorum.

B. Bales moved to modify membership representation and to recommend changing quorum for this subcommittee. G. Sosa seconded the motion.

AYES: Unanimous

NOES: None

ABEST: John Feist, Larry Strong, Noemi Elozalde, Meridyth McLaren

ABSTENTIONS: None

**C. Membership Roster**

Tabled until October 12<sup>th</sup>

**D. Nominate and Elect Tri-Chairs**

Tabled until October 12<sup>th</sup>

**E. Discuss Need for a Purpose Statement**

Tabled until October 12<sup>th</sup>

**IV. APPROVAL OF MINUTES FROM 2021-08-31**

T. Papa moved to approve the 2021-08-31 minutes J. Brady seconded the motion.

AYES: Unanimous

NOES: None

ABSENT: John Feist, Larry Strong, Noemi Elozalde, Meridyth McLaren

ABSTENTIONS: Rick Dulock, Joanna Oxendine, Tahirah Simpson

**V. SET AGENDA FOR THE YEAR**

**A. 2 & 4 Year Reviews and Planning Timeline**

C. Crew reviewed the current 2 year and 4 year rotation and the yearly timeline. This document is posted on the District's website.

**B. Resource Request Process**

G. Sosa recommended to include the review of the process on a regular basis to look for means of improving the process by the committee.

**VI. RESOURCE REQUEST RUBRIC**

C. Crew reviewed the draft rubric. B. Bales commented it is missing calling out each constituency groups. J. Brady commented that the DSO impacts the colleges and indirectly impacts students. DEI and campus specificity. G. Sosa recommended again, there needs to be training so the new committee members understand the process and how to enhance it properly. B. Bales requested to present the rubric to the both Academic Senates. H. Ford requested the

committee to review the rubric before next meeting and send any comments/questions to C. Crew and H. Ford.

**VII. OTHER ITEMS**

**VIII. NEXT MEETING**

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**

Meeting adjourned at 12:37 p.m.