

# District Support Operations Planning and Program Review Meeting

October 12, 2021

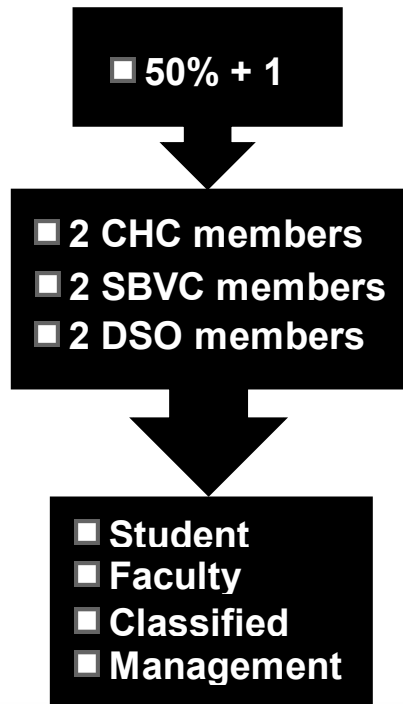
# Call to Order .....



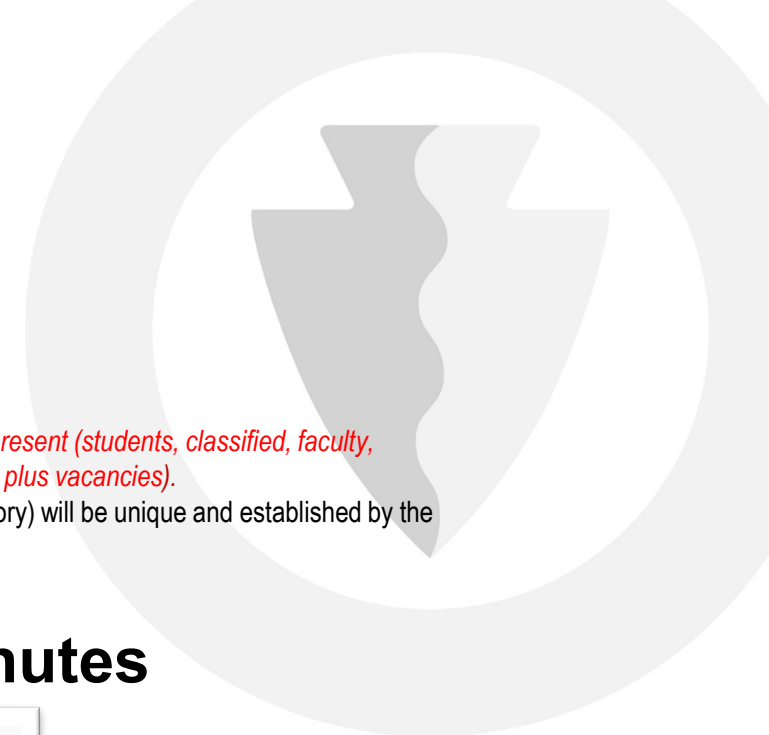
## Quorum Check

*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.



## Approval of 9.14.21 Minutes



# Agenda

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**1 Districtwide PPR Advisory Committee**  
The committee would focus on aligning (loosely construed) program review processes across the district & ensuring the adoption of best practices.

**2 Membership of New Committees**  
The DSOPPRSC would only have DSO staff while the Districtwide committee would have the same representation as Chancellors Council.

**3 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.

**4 Agenda for Remainder of the Year**  
1. Submitting resource request using old process  
2. Evaluating the TESS 2-year review  
3. Establish DSO program review model

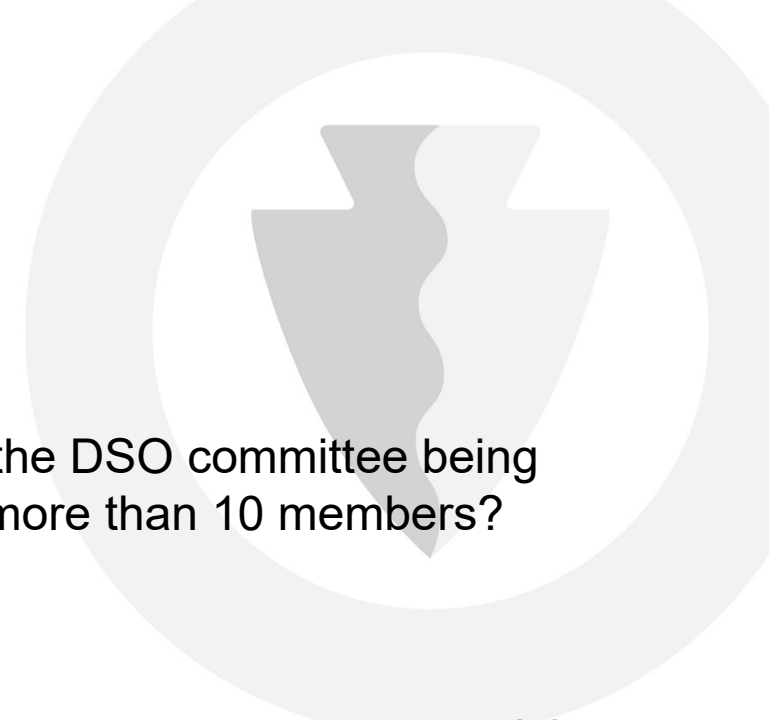
**5 Timeline for Term**  
1. November: Review resource requests  
2. December: Rank resource requests  
3. December: Establish a program review cycle

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

# Questions we will put to a vote

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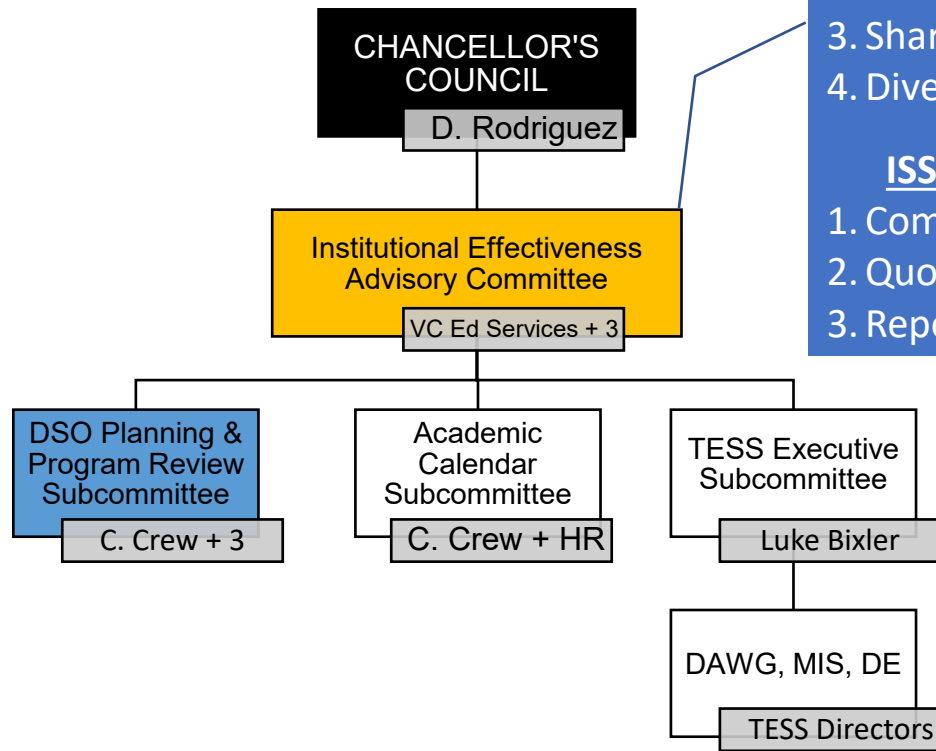
- 1 Do you support the development of two program review committees (DSO and Districtwide)?
- 2 Do you support having a quad-chair model for the program review advisory committee?
- 3 Do you support suspending any districtwide program review committee meetings until Spring 2022?
- 4 Do you support the DSO committee being restricted to no more than 10 members?
- 5 Do you support developing a standing DSO program review subcommittee work group?





# Creating a **Districtwide** Planning and Program Review Advisory Committee Structure

## **CURRENT** Chancellor's Council Advisory Committee Structure



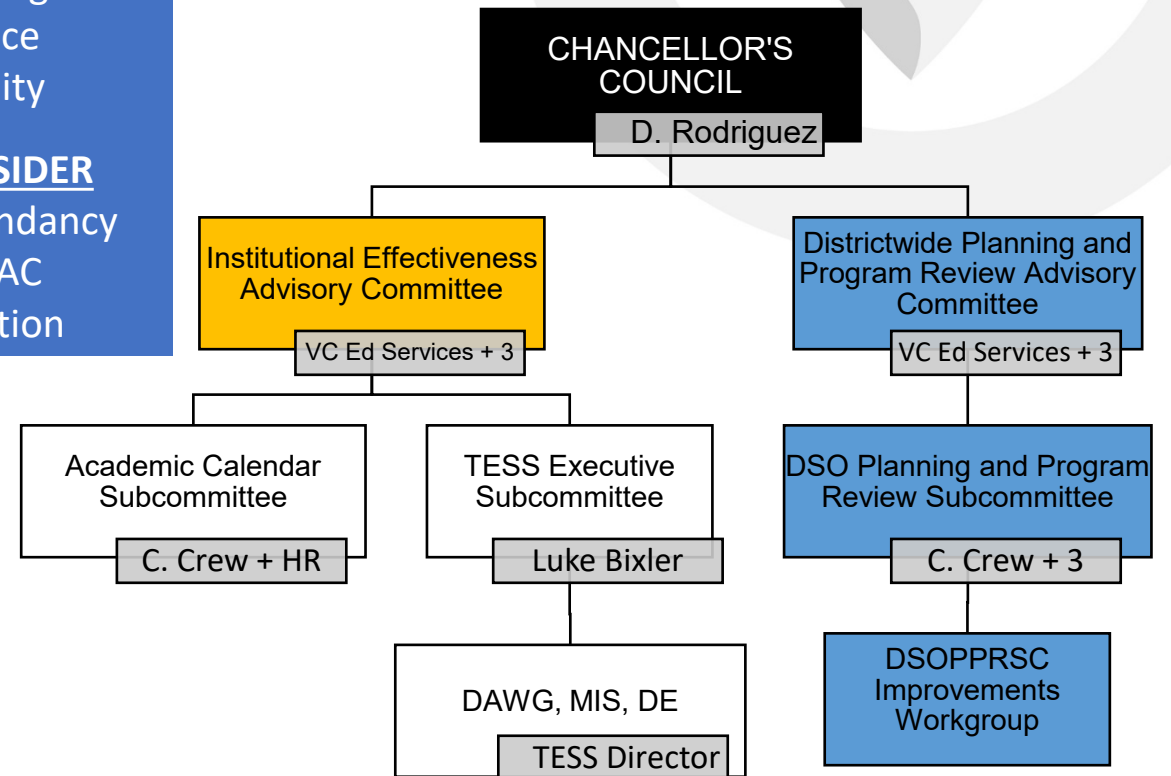
### QUAD CHAIR:

1. Burnout
2. Succession Planning
3. Shared Governance
4. Diversity and Equity

### ISSUES TO CONSIDER

1. Committee Redundancy
2. Quorum only on AC
3. Reporting delegation

## **PROPOSED** Change to Chancellor's Council Advisory Committee Structure



**DSO** = District Support Operations  
**DSOPPRSC** = DSO Planning and Program Review Subcommittee

# Goal of the Districtwide Committee



1. Align the review cycles and processes across the district sites to ensure the adoption of best practices.
2. Share our objectives, goals, and priorities to ensure alignment with the mission, vision, and values.
3. Have districtwide conversations about SLO, and SAO development.
4. Coordinate resource request, where possible.
5. Demystify the accreditation process.

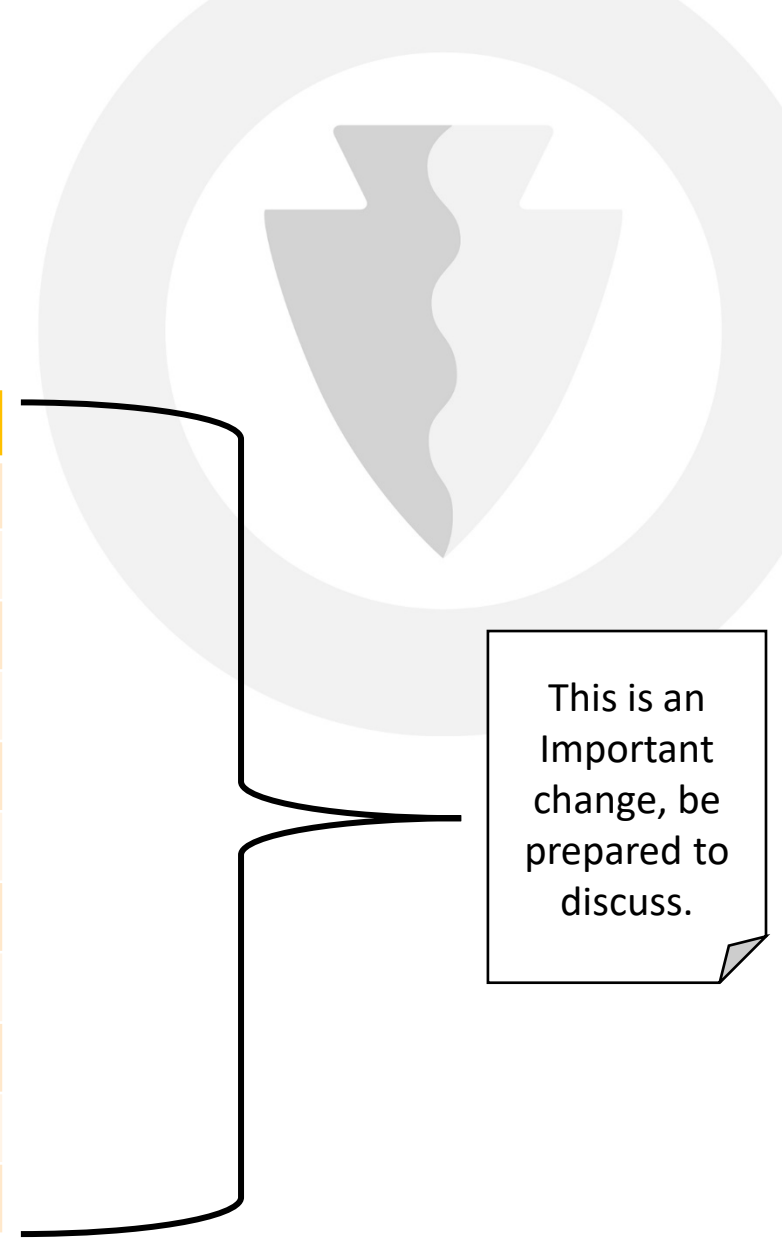
# Membership

## Districtwide Committee (N = 15)

- Vice Chancellor Educational Services
- Manager (CHC, DSO, SBVC)\*
- Faculty (CHC and SBVC)
- CSEA (CHC and SBVC)
- Classified Senate Representative
- CTA Representative
- Confidential Group
- Associated Student Government – CHC
- Associated Student Government – SBVC
- Black Faculty and Staff Association\*\*
- Latino Faculty and Staff Association\*\*

## DSO Committee (N = 13)

- TESS Manager (or designee)
- KVCR Manager (or designee)
- EDCT Manager (or designee)
- Chief of Police (or designee)
- HR Manager (or designee)
- Business Serv. Manager (or designee)
- Fiscal Service Manager (or designee)
- Director of Research
- Confidential Group
- 3 CSEA Representatives
- Director of DEI-A



This is an Important change, be prepared to discuss.

\* = Preferably Program Review Chairs

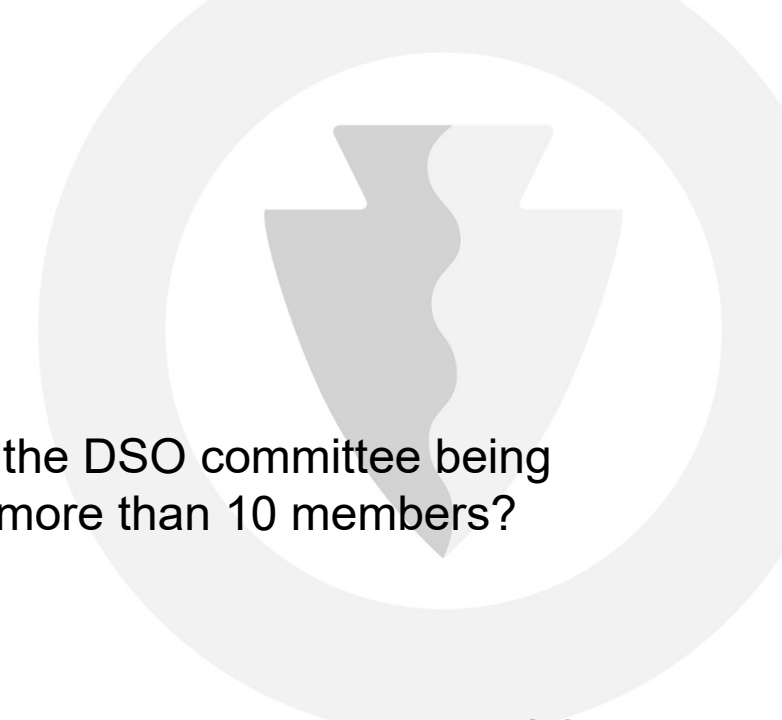
\*\* = Replace with Accreditation Liaison Officers?

# Time to **VOTE**

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- 1 Do you support the development of two program review committees (DSO and Districtwide)?
- 2 Do you support having a quad-chair model for the program review advisory committee?
- 3 Do you support suspending any districtwide program review committee meetings until Spring 2022?

- 4 Do you support the DSO committee being restricted to no more than 10 members?
- 5 Do you support developing a standing DSO program review subcommittee work group?





# Assignment Overview

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## Purpose

Help DSO develop a Resource Request Rubric that can clearly distinguish weak, moderate, and strong request. Our initial emphasis will be on the **strength** of the **justification**.

## Why the emphasis on justification?

We believe the divisions are best situated to decide their top needs. As such, prior to ranking, the DSOPPRC initially focuses on improving the **quality** and **clarity** of the **justification** of the requests in preparation for its consideration by Chancellor's Cabinet.

## When will we rank the request?

Ranking will happen after the DSOPPRC has done its work to ensure **strong justifications**. The committee will develop the ranking process after we finalize the justification rubric and the associated processes.



# What do we want you to think about?



**1 Clarity of the ranking descriptions.**  
Are the descriptions easy to understand. This could be a yes/no response. If no, please try to articulate what is unclear.

**2 Do the ranking descriptions adequately reflect/define the criteria?**  
That is, does each scale description clearly indicate work representative of weak, moderate, strong?

**3 Ability of the rankings to distinguish weak, moderate, strong requests.**  
Are the descriptions used to distinguish weak, moderate, and strong justifications adequate?

**4 Does the top end of the rubric reflect high quality?**  
That is, we are trying to discern whether the high point on the scale truly represents a strong justification.

**5 Can the rubric be applied consistently by different scorers?**  
Put yourself in the shoes of the rater and assess whether you think each rater could consistently apply the criterion.

**6 Are we missing any criteria?**  
The 9 criterion were developed by previous program review committees but we are open to suggestions.

# Agenda for Remainder of the Year

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1

## **Submitting Resource Request**

The resource request form will be sent out after today's meeting. Departments will have until November 29<sup>th</sup> to submit their requests. Requests will be sent to the committee in preparation for an initial review at the November meeting.

2

## **Evaluating TESS 2-Year Review**

Review the TESS 4-Year submission at the January 2022 meeting and their 2-Year update at the February 2022 meeting.

3

## **Establishing DSO program review model**

We will review the documentation that we have on the DSO program review processes and adopt our plan in the Spring.



# Timeline for Term

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- 1 November: Review resource request**

At the November meeting, we will talk about the resource request as a group and leave time to talk to the requestors about their submission (if any elect to do so).
- 2 December: Rank resource request**

At this meeting, we establish our prioritization and vote on the top 3 requests to be sent to Chancellors Cabinet.
- 3 December: Establish program review cycle**

We will also have a conversation about restarting the program review cycle. However, the first steps will be to review our program review processes.



# Next Meeting: 11.9.21

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## Discuss Resource Requests:

- Send out old submission form
- Send out the colleges objectives/priority rankings
- Send request to committee by Tuesday, November 2<sup>nd</sup>
- Invite division heads to the next meeting to talk about their request
- Discuss clarity and justification of requests

## Note:

We strongly believe that the resource request process needs to be improved. However, given the current transition happening with Chancellor's Council and the advisory committees, we will postpone this project until Spring 2022.

## Justification Rubric:

In the interim, we will use the upcoming cycle of resource request submissions to see how the draft resource request justification rubric would apply.



# Thank you!