



DSO Planning & Program Review Subcommittee

Meeting Minutes – April 12, 2022, 10:30 a.m.
Via Zoom: <https://cccconfer.zoom.us/j/96157400569>

	Present	Absent		Present	Absent
Christopher Crew (DSO)	X		Michele Jeannotte (Police)		X
Nohemy Ornelas	X		Al Jackson (Police)		X
Heather Ford (DSO)	X		Rick Dulock (KVCR)		X
Aysia Brown (DSO)	X		Marcela Navarro (DSO)	X	
Jeremy Sims (DSO)	X		Erika Menge (DSO)	X	
Jason Brady (TESS)	X		Larry Strong (DSO)		X
Anthony Papa (KVCR)		X	Steve Sutorus (DSO)		X
Deanna Krehbiel (EDCT)		X	Noemi Elizalde (DSO)		X
Kathy Fonseca (EDCT)		X			

Guests:

I. CALL TO ORDER

C. Crew called the meeting to order at 10:35 a.m.

II. APPROVAL OF MINUTES FROM 03-08-2022

J. Brady moved to approve the 03-08-2022 minutes. J. Brady seconded the motion.

AYES: Unanimous as present

NOES: None

ABSENT: Brown (arrived late), Papa, Dulock, Strong, Elizalde, Krehbiel, Fonseca, Jeannotte, Jackson, Sutorus

ABSTENTIONS: None

III. UPDATE ON DSOPPRS ACTIVITIES

C. Crew reviewed past practices DSOPPRS activities. There has been a delay in the program review process due to Chancellor's Council creation and implementation. The committee discussed the alignment of DSO program review and the campus' program review timeline.

District Program Review Activities (August – July)

Month	Activities
August	Review previous year's processes and implementation
September	Review 2yr/4yr Evaluations
October	Evaluation of 2yr/4yr review process (all department heads)
November	*Open Meeting Used for planning/discussions with College PR Chairs
December	*Open Meeting Used for planning/discussions with College PR Chairs
January	PR initial needs assessment available from campuses (Meet 2x's this month)
February	Programs complete Resource Request Applications
March	DSOPPRSC Ranks Resource Requests (Meet 2x's this month)
April	Ranked Resource Requests submitted to Chancellors Council
May	Evaluation of RR process (all department heads)
June	Programs complete 4-Year Self-Evaluations and 2-Year Program Updates
July	Programs complete 4-Year Self-Evaluations and 2-Year Program Updates

What we need from the College PR Committees:

1. Timeline and deadlines for budget development from colleges (ask IEAC for help).
2. Ask them to use categories and budget codes on request application.
3. What info can they provide & when (e.g., basic needs, types of requests. Gives idea of demand).
4. Documentation on what makes a good request (add to our Resource Request Rubric).

IV. REVIEW DSOPPRS PLANNING SCHEDULE

NEW CYCLE:

Summer 2022	Summer 2023	Summer 2024	Summer 2025
4-Year	4-Year	4-Year	4-Year
Human Resources <ul style="list-style-type: none"> • Police Services • DEIA MPA&GR	Education & Student Support Services <ul style="list-style-type: none"> • TESS • EDCT • ORPIE 	District Support Services <ul style="list-style-type: none"> • Business Services • Facilities • Fiscal Services • Internal Auditing • KVCR 	
2-Year	2-Year	2-Year	2-Year
TESS <ul style="list-style-type: none"> • Administrative Applications • Distance Education • Printing Services • Technical Services 	District Support Services <ul style="list-style-type: none"> • Business Services • Facilities • Fiscal Services • Internal Auditing • KVCR 	Human Resources <ul style="list-style-type: none"> • Police Services • DEIA 	Education & Student Support Services <ul style="list-style-type: none"> • TESS • EDCT • ORPIE

Notes on the new cycle:

1. The district has been significantly reorganized so we must restart the cycle
2. COVID caused us to lose two years of review
3. The Chancellors Office has decided against participating. However, Marketing is under the Chancellor’s Office so we’ll decide how to handle that.

V. REVIEW OF DELINEATION OF FUNCTION MAP

C. Crew and N. Ornelas reviewed the Delineation of Function Map. This document bridges the gap of shared responsibility, primary responsibility, and secondary responsibility as it pertains to WASC/ACCJC accreditation and our process for continuous review of meeting goals and objectives within the strategic plan.

VI. NEXT MEETING

Tuesday, May 10, 2022, at 10:30 a.m. Via Zoom: <https://cccconfer.zoom.us/j/96157400569>

VII. ADJOURNMENT

Meeting adjourned at 11:31 a.m.

Final meeting minutes approved by DSPPRS _____, 2022

Heather Ford, Executive Assistant
SBCCD, Office of the Chancellor
Committee Support

NOT YET APPROVED