



DSO Planning & Program Review Subcommittee
September 13, 2022 at 10:30 a.m.
Via Zoom: <https://cccconfer.zoom.us/j/96157400569>

- I. CALL TO ORDER**
- II. APPROVAL OF MINUTES**
 - A. 2022-04-12 DSOPPRS Meeting Minutes
- III. REVIEW DSOPPRS ORGANIZATION**
- IV. REVIEW THE DSOPPRS MEMBERSHIP**
 - A. Co-Chair Selection
- V. DSOPPRS MEETING PATTERN**
 - A. Meeting twice/ month
- VI. LAST YEAR'S RESOURCE REQUEST**
 - A. What was funded?
- VII. REVIEW THE PROGRAM REVIEW CYCLE**
 - A. Impact of DSO Reorganization
- VIII. SEMESTER GOALS**
 - A. Finalize the 4 year and 2 year documentation
 - B. Review all departments
- IX. ANNUAL GOALS**
 - A. Finalize the new Resource Request documents and cycles
- X. NEXT MEETING**

(Christopher Crew)
October 11, 2022, at 10:30 a.m.
Via Zoom: <https://cccconfer.zoom.us/j/96157400569>
- XI. ADJOURNMENT**



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

District Support Operations Planning & Program Review Subcommittee (DSOPPRS)

Charge

The charge of the District Support Operations Planning and Program Review (DSOPPR) Subcommittee is to advance continual, sustainable quality improvement at all levels of the District Support Operations (DSO) to support student success. Toward that end, the committee conducts a thorough and comprehensive review of each unit at DSO on an annual basis and oversees the annual DSO planning and program review process. The results of planning and program review inform the integrated planning and resource allocation process at the DSO 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 Support Operations 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 DSOPPRS 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.

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 DSOPPRS 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 DSOPPRS 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.

Membership

- **Chair** - Educational & Student Support Services - District Director RPIE
- **Co-Chair** - Voted by the committee from the committee
- Confidential Group Representative (by position, EA Office of the Chancellor)
- Educational & Student Support Services - TESS Manager (appointed by CTO)
- Educational & Student Support Services - TESS Staff (appointed by CTO)
- Educational & Student Support Services - EDCT Manager (appointed by EDCT ED)
- Educational & Student Support Services - EDCT Staff (appointed by EDCT ED)
- Human Resources & Police Services - Chief of Police
- Human Resources & Police Services - Police Staff (appointed by Chief of Police)
- Human Resources & Police Services - Human Resources Manager (appointed by VC HR)
- Human Resources & Police Services - Human Resources Staff (appointed by VC HR)
- DSO Fiscal, Administrative, & Media Manager (appointed by EVC)
- DSO Fiscal, Administrative, & Media Manager (appointed by EVC)
- DSO Fiscal, Administrative, & Media Staff (appointed by EVC)
- DSO Fiscal, Administrative, & Media Staff (appointed by EVC)

Quorum

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

Not applicable – no quorum requirements.





DSO PLANNING & PROGRAM REVIEW SUBCOMMITTEE (DSOPPRS)

Committee Roster

September 2022 - August 2023

Representation		Member	Appointed/Term
Chair, District Director RPIE		Christopher Crew	By position
Co-Chair, voted by the committee		vacant	Voted by committee
1)	Educational & Student Support Services - District Director RPIE	Christopher Crew	n/a
2)	Confidential Group Representative (by position, EA Office of the Chancellor)	Heather Ford	n/a
3)	Educational & Student Support Services - TESS Manager (appointed by CTO)	Roger Robles	09/2023
4)	Educational & Student Support Services - TESS Staff (appointed by CTO)	Jason Brady	unk
5)	Educational & Student Support Services - EDCT Manager (appointed by EDCT ED)	Deanna Krehbiel	09/2022
6)	Educational & Student Support Services - EDCT Staff (appointed by EDCT ED)	Amber Martin	09/2023
7)	Human Resources & Police Services - Chief of Police	Al Jackson	unk
8)	Human Resources & Police Services - Police Staff (appointed by Chief of Police)	Michele Jeannotte	unk
9)	Human Resources & Police Services - Human Resources Manager (appointed by VC HR)	Aysia Brown	04/07/2022
10)	Human Resources & Police Services - Human Resources Staff (appointed by VC HR)	Marcela Navarro	unk
11)	DSO Fiscal, Administrative, & Media Manager (appointed by EVC)	Steve Sutorus	12/08/2021
12)	DSO Fiscal, Administrative, & Media Manager (appointed by EVC)	Larry Strong	unk
13)	DSO Fiscal, Administrative, & Media Staff (appointed by EVC)	Erika Menge	12/08/2021
14)	DSO Fiscal, Administrative, & Media Staff (appointed by EVC)	Ben Holland	09/2023