



DSO Planning & Program Review Subcommittee

Meeting Minutes – September 13, 2022, 10:30 a.m.
Via Zoom: <https://cccconfer.zoom.us/j/96157400569>

	Present	Absent		Present	Absent
Christopher Crew (DSO)	X		Michele Jeannotte (HR & PD)	X	
Jason Brady (ESSS)	X		Al Jackson (HR & PD)	X	
Heather Ford (DSO)	X		Larry Strong (FAM)	X	
Aysia Brown (HR & PD)		X	Marcela Navarro (HR & PD)	X	
Roger Robles (ESSS)	X		Erika Menge (FAM)		X
Steve Sutorus (FAM)	X		Deanna Krehbiel (ESSS)		X
Ben Holland (FAM)	X		Amber Martin (ESSS)		X

Guests: n/a

I. CALL TO ORDER

C. Crew called the meeting to order at 10:34 a.m.

II. APPROVAL OF MINUTES FROM 04-12-2022

M. Navarro moved to approve the 04-12-2022 minutes. M. Jeannotte seconded the motion.

AYES: Crew, Brady, Ford, Jeannotte, Jackson, Navarro

NOES: None

ABSENT: Brown, Krehbiel, Martin, Menge

ABSTENTIONS: Holland, Robles, Sutorus, Strong

III. REVIEW DSOPPRS ORGANIZATION

C. Crewed the history of the committee organization and the current Chancellor's Council structure.

IV. REVIEW DSOPPRS MEMBERSHIP

C. Crew reviewed the current membership

C. Crew nominated J. Brady as co-chair.

H. Ford moved to approve the nomination of J. Brady as DSOPPRS co-chair for academic year 22-23. R. Robles seconded the motion.

AYES: Unanimous as present

NOES: None

ABSENT: Brown, Krehbiel, Martin, Menge

ABSTENTIONS: None

V. DSOPPRS MEETING PATTERN

C. Crew reviewed the current meeting pattern. Reporting this subcommittee might be required to meet twice per month as we advance.

VI. LAST YEAR'S RESOURCE REQUEST

C. Crew reviewed the last year's resource request and what was funded. DSO is under reorganization, reviewing accuracy, efficiency, session planning, and cost savings. All divisions are under review, and any changes will be taken to the Board for consideration.

VII. REVIEW THE PROGRAM REVIEW CYCLE

C. Crew reviewed the purpose of evaluating district services on a 4-year review and 2-year update. Every program and service area must complete the review/update for accreditation purposes. In addition, participation in an annual resource request application for program or service area needs.

Completed 4-year review:

2018 – TESS

2019 – Business and Fiscal Services (Fiscal, Administrative, and Media – FAM)

Uncompleted 4-year review:

HR and PD Services

Research and Planning

Marketing, Public Affairs, and Government Relations

The committee discussed resetting the program review cycle and having each department complete the 4-year review in fall 2022. This will also allow every department to be on the same cycle for the 2-year update. In the off years, DSOPPRS will be able to thoroughly vet the program review processes. J. Brady commented it might be an overwhelming workload for this committee with all 12 divisions under the four departments on the same cycle. A. Jackson recommended that the four DSO departments' (FAM, HR & PD, E&SSS, and Marketing) 4-year and 2-year reports include each division they encumber. Further vetting is needed and will be discussed at the next meeting.

C. Crew reviewed the program review cycle on a monthly basis. Below is the draft. C. Crew to update the cycle beginning in September and not August.

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

VIII. SEMESTER GOALS

A. Finalize the 4-year and 2-year documentation.

J. Brady reviewed the approval of the 4-year self-evaluation.

- Describe the current state of the department
- Measure and evaluate the current state of the department
- Future plans for the department

J. Brady reviewed the approval of the 2-year program review update and rubric.

- Discuss impact of changes in education trends, grant funding, state/federal accreditation standards on the department.
- Discuss and changes in productivity, staffing, and trends.
- Update program progress on or modifications to the program's vision, goals, and objectives.

IX. ANNUAL GOALS

A. Finalize the new Resource Request documents and cycles.

Review all departments' available documentation.

Finalize the new resource request rubric and process.

- Ensure that every request is adequately justified.
- Ensure that the link to the colleges' needs is a central component.

NEXT MEETING

Tuesday, October 11, 2022, at 10:30 a.m. Via Zoom: <https://cccconfer.zoom.us/j/96157400569>

ADJOURNMENT

Meeting adjourned at 11:49 a.m.

Final meeting minutes approved by DSPPRS _____, 2022

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