



DSO Planning & Program Review Subcommittee

Meeting Minutes – November 15, 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) proxy Hassan Mirza	X	
Steve Sutorus (FAM)		X	Deanna Krehbiel (ESSS)	X	
Ben Holland (FAM)		X	Laura Van Gendersen (ESSS)	X	

Guests: n/a

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES FROM 10-18-2022

J. Brady motioned to approved 10-18-22 minutes. A. Jackson seconded the motion.

AYES: Crew, Brady, Ford, Strong, Jackson, Jeannotte, Navarro, Van Gendersen

NOES: None

ABSENT: Brown, Robles, Sutorus, Holland

ABSTENTIONS: Krehbiel

III. IMPORTANT UPDATES

Update 1: Vice Chancellors are reviewing the “integration” document we prepared at the October meeting.

Update 2: ACCJC is currently working on new standards. This will influence the way we conduct our program review.

Update 3: The Educational Master Plans are in draft form. This will determine what information we need to include in our needs assessments and resource requests.

Update 4: The IEAC will develop new Institution-Set Standards that serve as our guiding principles and delineate the responsibilities for each college and the DSO.

Update 5: The 4-Year Self Evaluation will be distributed next week. We will use the strategic plans included in the 2017-2022 Strategic Plan.

IV. REVIEW OF NEW ACCREDITATION STANDARDS, PROGRAM REVIEW, RESOURCE REQUEST

C. Crewed reviewed the components of program review and how accreditation guides program review.

Standard 1: Institutional Mission and Effectiveness

- Clearly defined mission
- Outlines the institution’s explicit commitment to equitable student achievement
- Serves as guiding principle for institutional planning, action, evaluation, and improvement.

Standard 2: Student Success

- Delivers high-quality academic and learning support programs that are designed to engage and support students through their unique educational journeys.
- Promote equity in student success.
- Evaluate student learning and achievement data to inform improvements and advance equitable outcomes.

SBCCD Evidence of Adherence to Standards

Standard 1: Institutional Mission and Effectiveness

1. The institution's mission directs resource allocation, innovation, and continuous quality improvement through ongoing systematic planning and evaluation of programs and services.
2. The institution holds itself accountable for achieving its mission and goals, and for closing opportunity gaps. It regularly reviews relevant, meaningfully disaggregated qualitative and quantitative data to evaluate its progress and inform planning, improvement, and innovation.

Standard 2: Student Success

1. The institution systematically conducts program review and learning outcomes assessment that advances the institutional mission and improves equitable student achievement.

Standard 3: Governance and Decision-Making

- Clear and effective governance practices
- Meaningful participation and inclusion of relevant stakeholders.

Standard 4: Infrastructure and Resources

- Supports its educational services and operational functions
- Organizes its staffing and allocates its physical, technological, and financial resources
- Actively monitors and assesses resource capacity to inform improvements to infrastructure and ensure long-term health and stability.

SBCCD Evidence of Adherence to Standards

Standard 3: Governance and Decision-Making

1. Policies, procedures, or processes that guide the institution's determination of staffing needs.
2. Periodically reviews its decision-making structure and processes to ensure that they are being used consistently and effectively to advance the mission, ensure appropriate participation from institutional stakeholders, and promote equitable student success.

Standard 4: Infrastructure and Resources

1. The institution has methods to determine the kinds of support its personnel need to be successful in their roles.
 - Funds are allocated in a manner to help achieve the institution's stated goals for student learning.
 - Documentation of how the budget development process ties resource allocation to the mission, institutional goals, and/or program review and planning.
 - Examples of how budget proposals, resource allocation decisions, and/or financial decisions are reported to institutional stakeholders.
2. Finance department program review, including evaluation of effectiveness of internal controls.

The latest version of the draft accreditation standards:

<https://accjc.org/announcement/accjc-standards-review-updated-draft-standards/>

V. RESOURCE REQUEST PROCESS

Step 1: Resource Request Application and Resource Request Division Rankings forms are sent to district department managers.

Step 2: Any departments in need of help are invited to a committee meeting.

Step 3: Resource Request Application and Resource Request Division Rankings are submitted to DSO Program Review Chair.

Step 4: Initial discussion, invite requestors to meeting to explain their needs.

Step 5: Committee gives initial feedback and requestors make edits.

Step 6: Committee ranks the requests and send to Cabinet.

Resource Request Timeline:

- **January:**
 - Resource Request Application and Resource Request Division Rankings forms are sent to district program managers.
- **February:**
 - Resource Request Question & Answer.
 - Any areas still working on requests are invited to attend.
 - Resource Request Application and Resource Request Division Rankings due to District Program Review Committee Chairs.
 - Initial discussion, invite requestors to meeting to explain their needs.
- **March:**
 - Rank requests and present to Chancellors Cabinet
- **April:**
 - Take rankings to Institutional Effectiveness Advisory Committee (IEAC), Academic Senate, and Chancellor Council as information items

VI. PROGRAM REVIEW PROCESSES

Self Evaluation:

- 4-year self-evaluation and rubric
- 2-year update and rubric

Resource Requests

- New rubric

H. Ford will email the rubric later today to the subcommittee to review before implementation next term.

VII. ANNUAL GOALS

Review all departments available documentation (Spring 2023)

- TESS
- Business and Fiscal (FAM)

Finalize the new resource request rubric and process

- Ensure that every request is properly justified
- Ensure that the link to the college needs is a central component.

VIII. NEXT MEETING

- A. VC Ornelas visit – C. Crew to ask VC Ornelas to inquire with the other VCs regarding their department's feedback of their resource requests.
- B. Continue working on resource request rubric
- C. Review college needs assessment
- D. Prepare for upcoming resource request cycle

Next Meeting: Tuesday, December 13, 2022, at 10:30 a.m. Via Zoom:
<https://cccconfer.zoom.us/j/96157400569>

ADJOURNMENT

Meeting adjourned at 11:22 a.m.

Final meeting minutes approved by DSPPRS _____, 2022

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

NOT YET APPROVED