



DSO Planning & Program Review Subcommittee

Meeting Minutes – May 09, 2023, 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 (E & SSS) | X | | Al Jackson (HR & PD) | X | |
| Heather Ford (Office of the Chancellor) | X | | Larry Strong (FAM) | | X |
| Aysia Brown (HR & PD) proxy Gustavo Chavez | X | | Marcela Navarro (HR & PD) proxy Gustavo Chavez | X | |
| Roger Robles (E & SSS) | X | | Erika Menge (FAM) | X | |
| Steve Sutorus (FAM) | X | | Deanna Krehbiel (E & SSS) | X | |
| Ben Holland (FAM) | | X | Laura Van Genderen (E & SSS) | X | |

Guests:

I. CALL TO ORDER

C. Crew called the meeting to order at 10:32 AM

II. APPROVAL OF MINUTES FROM 03-14-2023

Approved by consensus.

III. RESOURCE REQUEST UPDATE

D. Krehbiel reported that the Resource Request originally submitted for EDCT was updated to remove the cameras and security components which are being included in a separate DSO request. The updated request now only reflects fencing, which was approved on Friday, May 5th.

EDCT's camera and security needs will be a part of a holistic Districtwide approach.

Resource Request Recommendations:

- Provide a Resource Request example.
- Put together a contact list of whom the applicant can reach out to for assistance pertaining to department-specific needs.

IV. LAUNCHING THE 4-YEAR REVIEWS

A. Four-Year Self Evaluation Rubric

C. Crew presented the Four-Year Program Self Evaluation Rubric and the Evaluation Form that will be completed by the members during the review. The form is in the process of being updated to better align with the rubric and will include Goal & Objectives Examples to aid in the responses.

B. Four-Year Self Evaluation Plan

1. Self-evaluations are to be submitted to Chairs on August 15.
2. Assign 3 Evaluations per member to the September 12 meeting.
 - Members select which evaluations to review.
3. 12 Departments
 - Answer Supplemental Questions
 - Complete Rubric
 - How do we handle review and editing?
4. Document results and share with IEAC.

V. SEMESTER GOALS

C. Crew reported that the Subcommittee was successful in accomplishing some of its semester goals, such as approving 4-year evaluations. Focus on college needs will be easier once we have the resource request in place.

VI. ANNUAL GOALS

C. Crew reported that the Subcommittee was successful in accomplishing most of its annual goals such as reviewing all department-available documentation and finalizing a new resource request rubric and process.

VII. FUTURE/OTHER AGENDA ITEMS

1. Review the previous year's processes and implementation.
2. Begin the work on reviewing the 4-year self-evaluations.
3. Assign each committee member 3 self-evaluations to review.

VIII. NEXT MEETING

Next Meeting: Tuesday, September 12, 2023, at 10:30 a.m. Via Zoom

ADJOURNMENT

Meeting adjourned at 11:15 AM

Daniella Esparza, Senior Executive Administrative Assistant
Educational & Student Support Services
Committee Support