



DSO Planning & Program Review Subcommittee

Meeting Minutes – September 12, 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: Mark Svorinic (CurriQunet), Nancy Howard (CurriQunet), Britney Holland (CurriQunet), and Kay Dee Yarbrough

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES FROM 05-09-2023

Approved by consensus.

III. 4-YEAR REVIEW UPDATES

A. Jackson shared feedback on the review process, which was user-friendly, and appreciated the pre-populated information that was included for reference, such as the mission statements. Some of the challenges included difficulty locating historical survey data for comparisons and the discrepancies seen in some of that data. The survey was straightforward and fairly easy to complete, given the time and historical data.

D. Krehbiel shared the challenges that have been encountered when it comes to producing some data as it pertains to its service and productivity which is directly correlated with the expectations of EDCTs grants and contracts.

The goal of these reviews is to show improvement in the form of measurable data for accreditation purposes. Those who are completing reviews for the first time will use this opportunity to set the standard for the next reviews, at which point there will be the ability to reflect on the data/improvement.

IV. 4-YEAR REVIEW ASSIGNMENTS

Review Assignments were distributed to the committee members.

C. Crew to send out review instructions.

V. DEMO OF PROGRAM REVIEW MODULE

CurriQunet presented its program review module for consideration at SBCCD.

Presentation highlights:

1. Module facilitates need requests.
2. Highly configurable to district needs.
3. Can easily integrate into our existing processes.
4. Streamlines processes by creating automation.
5. Ability for multiple users to collaborate on the review process.

VI. FUTURE/OTHER AGENDA ITEMS

VII. NEXT MEETING

Next Meeting: Tuesday, October 10, 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