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|  | **District Offices Planning & Program Review Minutes****Date: January 14, 2016****Time: 10:00 AM – 12:00 PM****Location: TESS Training Room** |
| **Committee Members** | P |  | P |  | P |  | P |
| Keith WurtzJeremy SimsRhiannon Lares Richard GalopeAmalia Perez | YYYYN | Karla TrujilloLilian VasquezYendis BattlePierre Galvez | NYYN | Michele Jeannotte Robert LevesqueStacy SysawangLarry StrongDeanna Krehbiel | YNYNY | Susan RyckevicFath-Allah OudghiriVirginia DiggleWhitney Fields | NNYN |
| **Committee Charge –** The charge of the District Offices Planning and Program Review (PPR) Committee is to advance continual, sustainable quality improvement at all levels of the District Offices.  Toward that end, the committee conducts a thorough and comprehensive review of each unit at the District Offices on an annual basis and oversees the annual District Offices planning and program review process.  The results of planning and program review inform the integrated planning and resource allocation process at the District Offices, and are aligned with the district strategic planning process. The committee relies on quantitative and qualitative evidence to evaluate programs, develop recommendations to the Chancellor’s Cabinet, and determine and implement improvements to the District Offices PPR process.**Membership** – The DOPPR Committee is chaired by the Executive Director of Institutional Effectiveness, Research, and Planning. In addition, the membership consists of one manager and staff from the following areas: TESS, KVCR, EDCT, Police, and Human Resources; and two managers and two classified staff from Business Services. |
| **TOPIC** | **DISUCUSSION** | **FURTHER ACTION** |
| * Review the minutes from November 19, 2015
 | The committee reviewed thee minutes, motion to approve was made by Deanna Krehbiel, seconded by Virginia Diggle. The committee accepted the minutes written. |  |
| * Review the Draft Objective Prioritization Process – Discuss whether or not to only prioritize objectives with resources
 | The committee reviewed the draft. The process was developed after discussion at Chancellor’s Cabinet on how to prioritize objectives. Jeremy Sims made a motion to approved, seconded by Deanna Krehbiel, the committee approved the process as written.  |  |
| * Review the changes to the web tool: ILO mapping, Strategic Directions, Impact Level, name changes, resource documents, etc.
 | The committee reviewed the changes made to the web tool. The committee had no questions concerning the tool.  |  |
| * Review the PPR Resources website
 | The committee reviewed the website and the features offered on the website.  |  |
| * Review District Climate Survey Results
 | The committee reviewed the results of the District Climate survey. The survey was presented to the committee members to assist them in writing their Program Reviews. The committee discussed the response “I don’t know” and how to get the information regarding their department out to staff. It is important to pay attention to the comments, the comments are a great way to identify the problems. Negative comments can also be used as educational while writing the Program Review. Virginia Diggle recommended that the name of the individual making the comment be provided so that it is easier to identify exactly what area the comment is being made about. Keith will provide the name to the Manager’s the comment is about. Several recommendation were made to make the survey more ”user friendly” | The committee will look at different ways to make the survey more “user friendly” next year.  |
| * Presentation on how to Edit Progress on Goals and objectives
 | The committee reviewed how to edit the Progress and Objectives on the PPR Resources website.  |  |
| * Presentation on how to write goals and objectives
 | The committee discussed how to write goals and objectives and how to tell you the difference. A question was asked on how long a goal should be for. It is recommended that it be written as a three to five year goal. |  |
| * Other Items
 | The committee had no additional items to discuss.  |  |
| **Mission Statement**We transform lives through the education of our students for the benefit of our diverse communities.**Vision Statement**SBCCD will be most known for student success. Our educational programs and services will be highly sought after. Our students will be the most preferred by four-year institutions and employers. Our students will have the highest graduation rates at four-year institutions. Our students will have the highest employment rates in our communities. Our district will be the gateway to pathways and opportunities for a brighter future. Our students and alumni will make a significant contribution to the socioeconomic prosperity of our communities. Our employees will want to be here, love working here, and go above and beyond for student success.**SBCCD Values**Service, Integrity, Collaboration, Innovation, and Quality |