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|  | **District Offices Planning & Program Review Minutes****Date: January 28, 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 | YYYNN | Karla TrujilloLilian VasquezYendis BattlePierre Galvez | YYYN | Michele Jeannotte Robert LevesqueStacy SysawangLarry Strong | YYYY | Susan RyckevicFath-Allah OudghiriVirginia DiggleWhitney Fields | NNYY |
| **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 January 14, 206
 | The committee reviewed the minutes, motion to approve was made by Jeremy Sims, seconded by Rhiannon Lares. The committee accepted the minutes as written. |  |
| * Review status Objective Prioritization Process –District Budget Committee, College Councils, College Program Review Committee
 | The committee approved the draft at the last meeting. Since then some members of this committee attended some training and they will share the training at a later meeting.  |  |
| * Review the changes to the web tool: ILO mapping, Strategic Directions, Impact Level, name changes, resource documents, etc.
 | The changes as discussed have not been made yet. Keith will inform the committee when the changes have been mad |  |
| * Review District Climate Survey Results
 | Keith reviewed with the committee how to access and maneuver through the Survey results. The committee reviewed some of the findings. Keith is working on getting into a dashboard which will allow individuals to drill down for more detailed information  |  |
| * Program Review Committee Name: District Services Planning and Program Review
 | At the workshop Keith and Jeremy attended last week, they discussed thinking of the committee as offering services. Based on that, Keith would like to change the name of the committee to District Services Planning and Program review. The committee is in favor of the name change.  |  |
| * Other Items
 | Keith reminded the committee the plans are due to be submitted by tomorrow. Keith reviewed how to make a copy of last year’s pan so that you are not starting over, just editing last year’s pans.  |  |
| **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 |