|  |  |
| --- | --- |
|  | **District Services Planning & Program Review Minutes****Date: February 11, 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 | YYY | Karla TrujilloLilian VasquezYendis BattlePierre Galvez |  | Michele Jeannotte Robert LevesqueStacy SysawangLarry Strong | YY | Susan RyckevicVirginia DiggleWhitney Fields | Y |
| **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 28, 206
 | The committee reviewed the minutes, motion to approve by Virginia Diggle, seconded by Virginia Diggle. The committee approved the minutes as written.  |  |
| * Review status Objective Prioritization Process –District Budget Committee, College Councils, College Program Review Committee
 | Keith has reviewed the status objection process with several committees and it has been well received. There was a recommendation from the committees on how individuals not on the District Office and Planning committee could have input. Discussion followed on potential ways to provide this. The committee will continue to review.  |  |
| * Review the changes to the web tool: ILO mapping, Strategic Directions, Impact Level, name changes, resource documents, etc.
 | Keith is still working with Jason on the recommended changes.  |  |
| * Update committee on completed program reviews and discuss new tentative due date
 | Keith reported that as of today, two programs have completed and finalized their plans. The police Department, and Administrative Application. Once all programs have been received, all members of the committee will be invited to a meeting to discuss.  | Keith will send an email that all programs must be finalized and submitted by Friday the 19th. |
| * Other Items
 |  |  |
| **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 |