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|  | **District Services Planning & Program Review Minutes****Date: May 5, 2016****Time: 10:00 AM – 12:00 PM****Location: TESS Training Room in Redlands** |
| **Committee Members** | P |  | P |  | P |  | P |
| Keith WurtzJeremy SimsRhiannon Lares Richard GalopeAmalia Perez | YYY | Karla ZaragozaLilian VasquezYendis BattlePierre Galvez |  | Michele Jeannotte Robert LevesqueStacy SysawangLarry Strong |  | Susan RyckevicVirginia DiggleWhitney FieldsAshley GainesDeanna Krehbiel | YYY |
| **Committee Charge –** The charge of the District Services Planning and Program Review (DSPPR) Committee is to advance continual, sustainable quality improvement at all levels of the District Services to support student success.  Toward that end, the committee conducts a thorough and comprehensive review of each unit at the District Services on an annual basis and oversees the annual District Services planning and program review process.  The results of planning and program review inform the integrated planning and resource allocation process at the District Services, 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 Services PPR process.**Membership** – The DSPPR 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 April 7, 2016 (5 minutes)
 | Motion to approve by Virginia Diggle, seconded by Jeremy Sims. The committee accepted the minutes as written. |  |
| * Review the status of reviewing and prioritizing objectives and resources (15 minutes)
 | Keith reviewed the status of reviewing and prioritizing objectives and resources with the committee. The District budget committee reviewed the list and reviewed the objectives, feels there was some confusion on the objectives of the presentation. The Budget Committee will review again but Keith does not feel any money from the general budget will be spent on the items mention in this plan. It will be on the agenda for the Chancellor’s Cabinet on May 18th.  |  |
| * Review and approve calendar for next year (15 minutes)
 | Keith reviewed the calendar with the committee. Virginia asked why we could not start meeting earlier in the year, Keith explained that we will have Academic from the colleges in the fall. Keith said the actual area can start working on their Program Review earlier that the initial meeting. Jeremy mentioned that we need the results of the survey before we can meet next year. Keith reported we will be changing the survey process to be more effective. Deanna moved to approved the calendar, Jeremy seconded and the committee accepted the calendar.  |  |
| * Review the results from the Spring 2016 DSPPR Feedback Survey (15 minutes)
 | Keith reported that 27 people completed the survey, it was approximately a 23% response rate, which is a normal response rate. Keith reviewed the makeup of the responders. The majority of the responses were positive. The committee did discuss the survey and some additional ways to make the DSPPR more user friendly.  |  |
| * Develop and prioritize improvements to the DSPPR for next year (30 minutes)
 | The committee reviewed the survey and comments made in the survey and based on the comments discussed ways to make the plan more user friendly for next year. Keith will work with Jason Brady to make the suggested changes. |  |
| * Other Items
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| **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 |