|  |  |
| --- | --- |
|  | **District Services Planning & Program Review Minutes****Date: February 25, 2016****Time: 10:00 AM – 12:00 PM****Location: ATTC-120** |
| **Committee Members** | P |  | P |  | P |  | P |
| Keith WurtzJeremy SimsRhiannon Lares Richard GalopeAmalia Perez | YYYYN | Karla ZaragozaLilian VasquezYendis BattlePierre Galvez | YNNN | Michele Jeannotte Robert LevesqueStacy SysawangLarry Strong | NYNN | Susan RyckevicVirginia DiggleWhitney Fields | NYN |
| **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 February 11, 2016
 | The committee reviewed the minutes, motion to approve by Virginia Diggle, seconded by Jeremy Sims. The committee approved the minutes as written.  |  |
| * Review status Objective Prioritization Process –District Budget Committee, College Councils, College Program Review Committee
 | Keith has been taking the objectives to the appropriate committees and has been making changes as requested. Keith anticipates having all input by the end of next week, he will update the objectives and bring it back ti the DSPPR committee for review and comments.  |  |
| * Review the changes to the web tool: ILO mapping, Strategic Directions, Impact Level, name changes, resource documents, etc.
 | Keith is still working on the changes to the web-tool. He hopes to have this accomplished over the summer. |  |
| * Update committee on completed program reviews
 | All areas are done except for two areas.  |  |
| * Draft Calendar for prioritizing objectives
 | Keith reviewed the process and timeframe with the committee. Discussion followed on how to best decide importance of each area’s requests. |  |
| * Discussion: Prioritize objectives or resources?
 | The committee discussed if they should prioritize the resources or the objectives and how to accomplish this. The committee decided, for the large group, to only use the objectives that had resources attached to it.  |  |
| * Other Items
 | No other 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 |