



District Services Planning & Program Review Committee

3/22/2019, 10:00 a.m., Board Room – Meeting Agenda

- I. Call to Order

- II. Review of Nov. 9 Minutes


- III. Review of District Program Review Forms
 - a. Resource Request Application
 - b. Two-Year Program Update & Rubric
 - c. Four-Year Program Self Evaluation & Rubric

- IV. Review of District Employee Climate Survey 2018-19

- V. Other/Future Agenda Items

- VI. Next Meeting: Apr. 12 at 10am

- VII. Adjournment

	District Services Planning & Program Review Committee Minutes	Mtg. Date	November 9, 2018
		Mtg. Time	10:00 a.m.
		Location	SBCCD Board Room 114 S. Del Rosa Dr., San Bernardino

Members Present

Jeremiah Gilbert (Chair)	Jason Brady	Noemi Elizalde	Barbara Nichols
Jeremy Sims	Al Jackson	Mark McConnell	Michele Jeannotte
Noemi Elizalde	Heather Ford (recorder)	Artour Aslanian	

Agenda Items	Discussion	Action Items/Tasks
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I. Call to Order	J. Gilbert called the meeting to order at 10:05 a.m.	
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II. Approval of Minutes	The Committee reviewed and approved the minutes from October 12, 2018.	Action Item - Minutes Approval Motion – V. Diggle Seconded – A. Jackson Unanimous Approval
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III. Chancellor’s Cabinet Revised District Program Review Committee Rankings	<p>J. Gilbert reported the ranking results of Chancellor’s Cabinet (attached #1). IEPI funding for review of TESS resource request in Spring 2019. A. Jackson asked for verification of parking fees distributed to SBVC and CHC and should be funding thee police department. J. Gilbert reported the Chancellor’s Cabinet has not et since October 17 thus has no updates.</p> <p>A. Jackson reported he has the 2015-18 police department statistics to provide clear evidence of the need of the police department’s resource request. A. Jackson questioned how Chancellor’s Cabinet has the appropriate information representing the evidence behind thee resource request. A. Jackson reported an analysis has already been completed and is questioning why Chancellor’s Cabinet needs further analysis.</p> <p>V. Diggle reminded the committee the purpose of this committee is to only make a recommendation to the Chancellor’s Cabinet and this committee does not have the final approval.</p>	
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IV. Review of 2-year Program Chancellor’s Office	<p>J. Gilbert updated the committee that the 2-year update does not have SAOs. J. Gilbert clarified to the committee the two-year update is two years after the four-year update. It is a cyclical process.</p> <p><i>Office of Research, Planning, & Institutional Effectiveness-</i> B. Nichols asked for clarity of staffing. J. Gilbert reported he had one researcher leave SBCCD.</p> <p><i>Marketing, Public Affairs & Government Relations-</i> Does not have an analysis of the survey (specifically what is lacking and what has done well). M. McConnell commented on goal 1 that three years ago SBVC spent a lot of money on rebranding and the district should focus on self-branding not campus branding. J. Gilbert reminded the committee that this was completed June 2018 and</p>	
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	since then development, direction, and goals of the marketing/rebrand have changed.	
V. Service Area Outcomes Guidelines	J. Gilbert reviewed the draft Service Area Outcomes (SAO) Guidelines document. This document is to assist in the completion of the 4-year Program Self Evaluation. The committee discussed examples of SAOs.	
VI. Other/Future Agenda Items	<p>A. Jackson has requested a specific training for staff to learn Oracle.</p> <p>J. Gilbert reported the climate survey will be going out annually. This committee will review and make any revisions necessary for the next cycle.</p>	
VII. Next Meeting	Next Meeting: February 8, 2019, 10:00 a.m. SBCCD Board Room	
VIII. Adjournment	Meeting adjourned at 11:08 a.m.	

Respectfully submitted,

Heather Ford
Executive Administrative Assistant
Office of the Chancellor
San Bernardino Community College District

**DISTRICT SERVICES PLANNING AND PROGRAM REVIEW
Two-Year Program Update Rubric**

	Does Not Meet	Meets
Productivity	The data does not show an acceptable level of productivity for the program, or the issue of productivity is <u>not adequately addressed</u> .	The data shows the program is productive at an acceptable level.
Analysis of Staffing Levels	The program has not provided staffing numbers, or has not provided an analysis of its staffing levels.	The program has provided staffing numbers, and has provided an analysis of its staffing levels.
Trends	The program has not identified the new or continuing trends affecting it, or has not addressed how these trends will impact program planning.	The program has identified the new or continuing trends affecting it, and has addressed how these trends will impact program planning.
Opportunities and Challenges	The program does not incorporate opportunities and challenges into planning.	The program incorporates opportunities and challenges into planning.
Three-to-Five Year Vision	The program does not describe how it would like to be in three-to-five years, or does not use this vision in its planning.	The program does describe how it would like to be in three-to-five years and uses this vision in its planning.
Goals and Objectives	The program does not provide goals and objectives, or does not use these goals and objectives in its planning.	The program provides goals and objectives and uses these in its planning.

**DISTRICT SERVICES PLANNING AND PROGRAM REVIEW
Four-Year Program Self Evaluation Rubric**

	Does Not Meet	Meets
Description of Program and Services	The program does not provide a description of the program and its services.	The program does provide a description of the program and its services.
Pattern of Service	The program's pattern of service is not related to the needs of students, the campuses and the district or the program does not discuss the plans or activities that are in place to meet a broad range of needs.	The program provides evidence that the pattern of service meets the needs of students, the colleges and the district. The program discusses the plans or activities that are in place to meet a broad range of needs.
Impact on the Colleges and the District	The program does not identify the most significant relationships it has with other District operations and College operations.	The program provides evidence of significant relationships with other District operations and College operations.
Mission and Purpose	The program does not have a mission statement, or it does not clearly link with the institutional mission.	The program has a mission statement, and it links clearly with the institutional mission.
Service Area Outcomes	Program has not demonstrated that it is continuously assessing Service Area Outcomes (SAOs) Evidence of data collection, evaluation, and reflection/ feedback, and/or connection to area services is missing or incomplete .	Program has demonstrated that it has fully evaluated within a four-year cycle and is continuously assessing <u>all</u> Service Area Outcomes (SAOs)
Accomplishments	The program has not detailed department progress and accomplishments on goals and objectives, or has not identified how these accomplishments benefit students, the campuses, and the district.	The program has detailed department progress and accomplishments on goals and objectives, and has identified how these accomplishments benefit students, the campuses, and the district.
Trends	The program has not identified the new or continuing trends affecting it, or has not addressed how these trends will impact program planning.	The program has identified the new or continuing trends affecting it, and has addressed how these trends will impact program planning.

**DISTRICT SERVICES PLANNING AND PROGRAM REVIEW
Four-Year Program Self Evaluation Rubric**

	Does Not Meet	Meets
Opportunities and Challenges	The program <u>does not incorporate</u> opportunities and challenges into planning.	The program <u>incorporates</u> opportunities and challenges into planning.
Three-to-Five Year Vision	The program <u>does not describe</u> how it would like to be in three-to-five years, or <u>does not use</u> this vision in its planning.	The program <u>does describe</u> how it would like to be in three-to-five years and <u>uses</u> this vision in its planning.
Goals and Objectives	The program <u>does not provide</u> goals and objectives, or <u>does not use</u> these goals and objectives in its planning.	The program <u>provides</u> goals and objectives and <u>uses</u> these in its planning.
Productivity	The data <u>does not show</u> an acceptable level of productivity for the program, or the issue of productivity is <u>not adequately addressed</u> .	The data <u>shows</u> the program is productive at an acceptable level.
Analysis of Staffing Levels	The program <u>has not provided</u> staffing numbers, or <u>has not provided</u> an analysis of its staffing levels.	The program <u>has provided</u> staffing numbers, and <u>has provided</u> an analysis of its staffing levels.