

District Services Planning and Program Review Committee
December 8, 2017 – 10am
District Board Room

Agenda

- I. Review of Nov. 17, 2017 Minutes

- II. Review and Finalize Committee Charge and Membership

- III. District Program Review Web Tool Organization

- IV. District Program Review Process and Web Tool Help

- V. Other

- VI. Next Meeting: January 19, 2018 at 9am (Program Review Ranking)

- VII. Adjournment

District Services Planning and Program Review Committee

November 17, 2017 – 10am

District Board Room

Meeting Minutes

I. Welcome and Introductions

Members were asked to introduce themselves.

II. Committee Charge and Membership

Current committee charge and membership were shared with the committee. Committee was asked to review and bring any changes to the next meeting.

III. District Program Review Plan – Celia Huston

Celia Houston reviewed the District Program Review 2018-2022 Plan, which outlines a revised District Program Review (DPR) that is better tied to the colleges and ACCJC Accreditation Standards. In reviewing the plan, it was identified that, following its proposed summer review cycle, a DPR cycle would not be completed for academic year 2017-2018. It was determined that a DPR cycle could be completed using the existing process with a deadline of December 19, 2018. Some committee members asked for training on the existing Web Tool currently used for DPR. [Scheduled on Monday, Nov. 27 at 11am at TESS Training Room.]

IV. Future Meeting Days/Times

*Next two meeting days and times were set:
December 8 @ 10am and January 19 @ 9am (Program Review Ranking)*

V. Adjournment

Meeting adjourned at 11:15am

District Services Planning and Program Review Committee
Sign-in Sheet – November 17, 2017

Committee Member	Initials
Barbara Nichols	Barbara Nichols
Denise Allen	DA
Grayling Eaton	GAE
Hussain Agah	HUSSAIN AGAH
Jason Brady	JB
Jeremiah Gilbert	JAG
Jeremy Sims	JS
Katherine Jaramillo	KJ
Kristina Hannon	KH
Larry Strong	LS
Mark McConnell	MM
Mary Bender	Mary Bender MB
Mary C. Smith	MC
Melanie Gonzales	Melanie Gonzales
Noemi Elizalde	Noemi Elizalde
Paula Ferri-Milligan	
Ralph Cooper	
Richard Galope	RG
Stacy Garcia	Stacy Garcia
Virginia Diggle	VD
Guests (Please Print Name)	
Jun Xiang	Jun Xiang
Celia Huston	Celia Huston
Christopher Crew	Christopher Crew

District Services Planning and Program Review 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 **DSPPR** process.

Membership

- Executive Director of Research, Planning and Institutional Effectiveness (chair)
- One manager and staff from the following areas: TESS, KVCR, EDCT, Police, and Human Resources
- Two managers and two classified staff from Business & Fiscal Services
- 1 faculty member from Crafton and SBVC (2 total – Planning and Program Review Committee members preferred)
- 1 classified staff member from Crafton and SBVC (2 total – Planning and Program Review Committee members preferred)
- 2 CSEA members
- 1 CTA member
- 1 Student Senate representative from Crafton and SBVC (2 total)

Source:

http://www.sbccd.org/research/SBCCD_Services_PPR/District_Services_Planning_and_Program_Review_Committee

District Program Review Web Tool Organization

- District
 - Business and Fiscal Services
 - Business Services
 - Facilities
 - Fiscal Services
 - Internal Auditing
 - Chancellor's Office Roll-up
 - Chancellor's Office
 - District Institutional Effectiveness, Research, & Planning
 - EDCT Foundation
 - Marketing, Public Relations and Government Relations
 - District Police Department
 - EDCT
 - HR Roll-up
 - Human Resources
 - Safety and Risk Management
 - KVCR
 - Technology and Educational Support Services
 - Administrative Applications
 - Distance Education
 - Printing Services
 - Technical Services

Source: <https://www.sbccd.org/ProgramReview/Home.aspx/Listing>