

SBVC
Program Review

December 22, 2022
9:00-10:30 a.m.
Zoom Conference Room

MINUTES

San Bernardino Valley College provides innovative instructional programs and cohesive student services to support the educational goals of a culturally diverse community of learners by engaging in continuous improvement and actively working towards an antiracist culture to foster an environment of meaningful learning and belonging for our students, employees, and the community.

Members:

	A	P		A	P
Celia Huston- Co-Chair	X		Yvette Lee		X
Joanna Oxendine- Co-Chair		X	Jessy Lemieux		X
Alexus Alcantar	X		Michael Mayne		X
Daniel Algattas		X	Berchman Melancon	X	
Leif Andersen		X	Stacy Meyer	X	
Victoria Anemelu		X	Erik Morden		X
Anthony Blacksher		X	Girija Raghavan	X	
Shyla Cobbett		X	Robyn Seraj		X
Frank Dunn		X	David Smith		X
Daihim Fozouni		X	Vanessa Thomas	X	
Jaime Garcia	X		Shalita Tillman	X	
Jeremiah Gilbert		X	Maria Valdez		X
Danielle Graham		X	Patricia Wall		X
Timothy Hosford		X	Andre Wooten		X
Dina Humble		X	Kay Dee Yarbrough	X	
Dominique Johnson	X				

TOPIC	DISCUSSION	FURTHER ACTION
1. Call to Order and Welcome	Joanna Oxendine called the meeting to order at 9:03 am.	
2. Approval of Minutes	Minutes motion to approve – Timothy Hosford, Michael Mayne second. Jessy abstains	Amendment – Robyn presented for pharmacy, not nursing. I will make corrections to the minutes.
3. SWOT Efficacy Pilot Sign-ups	Joanna reminded the committee that Jessy presented the new SWOT efficacy pilot this spring to the Academic Senate. Asked participants to commit to a January meeting to review the form and an April meeting to go through it. Jessy put together a sign-up sheet. Shared screen to 10 volunteers at this point. Planning and feedback meetings on Thursday, 1/12/23, and Tuesday, 4/11/23. Shared link to form for folks to add their names to sheet themselves. Student life will be combined into one. Seven departments to	Joanna will send a reminder to invite for people to participate.

	<p>share. Dani asked if only Chairs could participate. Jessy suggested the Chairs be in the loop, but others should be able to participate. Joanna would encourage other faculty to participate but yes, loop in the chair of the department. The deadline to sign up was before the semester suggested a reminder be sent with the google link.</p>	
<p>4. Needs Assessment Requests Review</p>	<p>The deadline was extended for participants, but no date was set for the committee. Scoring requested to be done and to folks by winter break. Joanna proposed moving the internal deadline from 12/7/22 to 12/12/22, three more working days allotted. With a Monday deadline, Cabinet would get them Tuesday and counsel Wednesday. Per Daniel, it's possible to be automated and easy. Will share the link to the form in chat.</p> <p>Motion to extend to Monday, December 12th at 12 – Yvette Lee, Dani Graham, and Eric Morden 2nd.</p> <p>Discussion – none</p> <p>Motion passed.</p>	
<p>5. Needs Assessment Scoring Form and Norming Session</p>	<p>Joanna shared needs request one drive folder. Needs Request for admin services originally came in on 11/2/22; it was resent. Reviewed spreadsheet – No need to do anything with rollovers. The green tabs are for the committee.</p> <p>Thirty minutes to go through the form, then the remaining time to be paired up with newbies/veterans.</p> <p>Columns E-H will be filled in by co-chairs (P1), Columns I-J for committee members (P2)</p> <p>Joanna shared the needs assessment form for Biology. The committee reviewed and discussed how to score</p> <p>Maria asked for posted times for newbie/veterans meeting times so schedules can be flexible.</p>	<p>Due Date: Monday, 12/12/22, by 12:00 pm</p>
<p>6. Needs Assessment Listening Sessions</p> <p>Mandi Batalo Art</p> <p>Melinda Fogle Theatre</p>	<p>Mandi Batalo – Chair of Art Department. Shared for three minutes and answered follow-up questions.</p> <p>Melinda Fogle – Theater Professor, shared the Theater department's needs.</p>	
<p>7. Adjourned</p>	<p>13:32</p>	

8. Next meeting		
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Additional Information:

[2022-2023 Needs Assessment Timeline](#)

- August 29, 2022 – Needs Assessment Forms sent to Managers and Department Chairs
- September 23, 2022 – Needs Assessment Workshop 9:00-10:30 am – Location TBD
- October 14, 2022 – Needs Assessment Workshop 9:00-10:30 am – Location TBD
- November 2, 2022 – Needs Assessment Forms due to Committee
- November 4, 2022 – December 2, 2022 – Committee Prioritization
- November 4, 2022 – Optional Listening Session: 3 minutes to share information with the Committee
- November 12, 2022 – Optional Listening Session: 3 minutes to share information with the Committee
- December 12, 2022 - Prioritization results submitted to President’s Cabinet, College Council, Academic Senate, Managers, and Department Chairs
- TBD – College Council completes funding process
- TBD – Funding results are reported to Academic Senate, Managers, and Department Chairs