

**SBVC**  
**Program Review**

*May 5, 2023*  
*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
Victoria Anemelu		X	Stacy Meyer	X	
Thomas Berry		X	Erik Morden		X
Anthony Blacksher		X	Girija Raghavan		X
Shyla Cobbett		X	Robyn Serja	X	
Frank Dunn		X	David Smith		X
Daihim Fozouni		X	Shalita Tilman	X	
Jaime Garcia		X	Maria Valdez	X	
Jeremiah Gilbert		X	Patricia Wall		X
Danielle Graham		X	Kay Dee Yarbrough		X
Timothy Hosford		X	Vanessa Thomas	X	
Dina Humble	X		Andre Wooten	X	
Dominique Johnson		X	Leif Anderson	X	

TOPIC	DISCUSSION	FURTHER ACTION
1. Call to Order and Welcome	Call to order at 9:05 a.m.	
2. Approval of Minutes	Motion to approve – April 21, 2023 – Yvette Lee 2 <sup>nd</sup> – Patti Wall Abstain – Celia Huston	Amend minutes to reflect E in ASPIRE as Engagement.
3. ASPIRE meaning discussion	The committee discussed ASPIRE, which stands for All Services and Programs Institutional Resources and Engagement. The committee agreed no commas were needed.	
4. Lessons Learned	Firmer deadlines, a better calendar for the ASPIRE process, and some script for mentors to work from so they would have a better idea of what they should be sending out to their cohorts and what they should be relaying to them.	

5. Script & Cohort Groups	Celia shared a sample script to get committee feedback to see if it is the type of thing that the committee intended so that she could continue to develop some scripts, at least the initial ones, before the start of the Fall semester, that the mentors could, cut and paste into their email and send out to their cohort. Yvette shared concerns about who will be assigned as Mentors; she does not feel she was trained as a Mentor-in-training to be a Mentor. Celia assured committee members that the script was being created to assist. Celia reviewed the list and explained the process of the assigned Cohort groups.	
6. Calendar	Dani shared the Program Review Committee meeting schedule. Celia reviewed the expectation of work to be done at each meeting and will share the calendar with the Committee. Dani shared the ASPIRE meeting calendar and reviewed open labs for Data & Meta, SWOT & Writing, and Open office hours.	
7. Reports	Celia shared the short report that will be shared with the Academic Senate and College Council and discussed the 2023 SWOT Pilot Themes or ASPIRE process now. Big-picture planning is designed to weigh in a way where we're talking to the whole campus simultaneously. We are not working independently. Discussion about student success in online courses and non-instructional data were two themes identified in the report. Joanna reviewed the ongoing process of the available data and needs. The Big Report will compile all the documents received from the pilot.	

Additional Information: