SBVC *Program Review*	*September 19, 2025* **MINUTES** *9:15-10:45 a.m.*
	Program Review Committee Charge
	For regular programmatic assessment on campus, the Program Review Committee examines and evaluates the resource needs and effectiveness of all instructional and service areas. These review processes occur on one-, two-, and four-year cycles as determined by the District, College, and other regulatory agencies. Program Review is conducted by authorization of the SBVC Academic Senate.

Members:

Name	A	P	Name	A	P
Bethany Tasaka Co-Chair	x		Jaime Garcia		x
Danielle Graham Co-Chair		X	Jessica Gordon		x
Gabriel Martinez Larzo- Co-Chair		X	Joanne Hinojosa		x
Abeir Israeil	X		Kimberly Johnson		x
Angie Vogel	X		Leslie Gregory		x
Anthony Blacksher	X		Melissa Romero		x
Brandy Major		X	Miguel Ortiz		x
Dominique Johnson		X	Natalie Peterkin		x
Doris Ontiveros		X	Nathan Yearyean		x
Ebony Perez		X	Nicole Lambrou	X	
Eric Morden		X	Quincy Brewer	X	
Fili Michel		X	Stacy Meyer		x
Isaac Hayden		X	Tim Hosford		x
			Victoria Anemelu		x
Shyla Cobbett Admin.		X	Yvette Lee		x
Guests					
Christian Sarfo-Poku		x			

TOPIC	DISCUSSION	FURTHER ACTION
1) Call to Order and Roll Call	The meeting was called 9:27 am. Quorum was established.	
2) Approve September 19th Agenda	Motion: J. Garcia; Second: S. Meyer. Result: Approved unanimously.	
3) Approve September 5th Minutes	Motion: J. Garcia to approve; Second: M. Romero Result: Approved; Abstentions: S. Meyer and T. Hosford.	
4) Community Building Activity	Prompt: "Is a hot dog a sandwich and is cereal a soup?" Discussion: Yes, to both for discussion purposes; principal counterpoint noted that cereal is not a soup by definition (no stock).	
5) Scheduled Division Visits: a. Academic Success: October 3, 11-11:30 b. Applied Technology: awaiting response	Academic Success: Oct 3, 11:00–11:30 (confirmed) Applied Technology: awaiting response Arts & Humanities: Sept 19, 11:00–11:30 (today) Kinesiology, Health, & Athletics: awaiting response Math, Business, & CIT: awaiting response Social Sciences: Oct 3, 11:00–11:30 (confirmed)	

c. Arts & Humanities: September 19, 11-11:30 d. Kinesiology, Health, & Athletics: awaiting response e. Math, Business, & CIT: awaiting response f. Social Sciences: October 3, 11-11:30 g. Science: October 3, 12:15-12:45 (waiting on confirmation)	Science: Oct 3, 12:15–12:45 (pending confirmation) Chairs will provide a brief overview and invite divisions to Workshop 0; fuller details at Chairs' meetings. Members are asked to remind divisions about Program Review.	
6) Updated: What was funded last year a) College Council Update	College Council Update: Keith Bacon corrected disbursement entries and updated highlights. Next steps: Keith will attend the Nov 21 meeting for Q&A on budgeting and timelines.	
7) Charge and Purpose update: Academic Senate meeting (information item, 1st read)	Information item/first read presented 9/17/25. Upon Senate approval, bylaws will be updated to reflect charge/purpose.	
8) Meta Updates: Guiding document	Kay Dee provided a reviewer training guide (for committee use, not for submitters). META Office Hours: Tuesdays & Fridays, 12–1 p.m. (drop-in; in person/online). All materials are in SharePoint	
9) Website Feedback – things to change/update	Bethany is updating the site (dates, layout, resources). Members: review the page before next meeting; send suggested changes, missing resources, and organization ideas.	

10) Planning
a) Proposed Membership Changes
b) Workshops
    i) Workshop 0: October 3, Registration Link
    ii) Workshop 1: November 7
    iii) Workshop 2: December 5
	a. Reviewed current (2014) configuration; proposed revisions include:
	• Co-chairs (faculty + administrative) as non-voting; faculty co-chair (or odd number of co-chairs) breaks ties.
	• Voting members to include: 10% faculty by division (appointed by Academic Senate); 3 classified professionals (2 Classified Senate + 1 CSEA); 1 student (ASG-appointed delegate model encouraged); 1 manager (appointed by a VP);	

	Adjunct faculty representation (quantity to be finalized). Discussion highlights: • CSEA seat: interest in adding a second CSEA to balance Classified Senate; concerns about committee size. • Student participation: support for an ASG delegate system to ensure continuity; legality/requirements to be verified. • Adjuncts: openness to more than one adjunct member; consider compensation/flex implications. • Managers: with an administrative co-chair in place, one additional manager seat may be sufficient. Disposition: Tabled for further edits and brought back next business meeting. Members to review the draft under SharePoint "Membership". b. Workshop i. Workshop 0 (Overview): Oct 3 — Zoom registration flyer to be emailed today. 15 minutes for committee agenda; 9:30–10:30 a.m. Zoom session on APIRE & Program Review. • Include mission/vision/values primer; prompt participants to draft the introductory narrative paragraph for their area. • Place example documents "in front of them" (narrative, values) to scaffold thinking; add a quick "confirm-you-read-it" activity. ii. Workshop 1 (SWOT): Nov 7 — campus/area SWOT analysis. iii. Workshop 2 (Resources): Dec 5 — tie goals & planning to resource requests. • META: requested gating so resource requests cannot be submitted without completing prerequisite fields.	

11) Hiring Process
    a.   Work group for full process
    b.   Develop an "interim" appointment process
    c.   Sample processes:
        i.   Crafton Hills College (p.11)
	a. Work group (full process): add S. Meyer and L. Gregory
	b. Interim appointment process (discussion & motion):
	    • Until a comprehensive, transparent hiring framework is adopted, the committee recommends:	

ii.   De Anza College
   iii.   Moorpark College
d.   ASCCC Resources:
    i.   A Re-examination of Faculty Hiring Processes and Procedures paper
	• New positions follow the Program Review prioritized list.
	• Vacancies are refilled within the originating area (replacement), recognizing that a long-term framework may later allow strategic reallocation.
	Motion: Jamie; Second: Stacey. Result: Approved (no nays or abstentions).
	Follow-up: Dani to meet with the President to convey the committee's interim recommendation and request clarity/communication expectations.
	c. Reference models to review (work group):
	• Crafton Hills College (see p.11): chairs collaborate to recommend top five hires.
	• De Anza College & Moorpark College processes.
	d. ASCCC: A Re-examination of Faculty Hiring Processes and Procedures.
	    i. Future framework considerations (for work group):
	• Campus-wide equity (avoid bias toward large divisions); blend quantitative data (FT/PT ratios, fill history) with qualitative need; track how long requests have been pending; consider treatment of new programs vs. legacy requests; define parking-lot mechanics and time limits; annual review cadence.	

Additional Information: