

SBVC

Program Review

October 3, 2025
9:15-10:45 a.m.

MINUTES

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:

	A	P		A	P
Bethany Tasaka Co-Chair		X	Jaime Garcia		x
Danielle Graham Co-Chair		X	Jessica Gordon		x
Gabriel Martinez - 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
Chris Carlos	X		Natalie Peterkin		x
Christina Torres		X	Nathan Yearyear	X	
Dominique Johnson		X	Stacy Meyer		x
Doris Ontiveros		X	Timothy Hosford	X	
Ebony Perez		X	Vanessa Thomas		X
Erik Morden	X		Victoria Anemelu		x
Fili Michel		X	Yvette Lee		x
Isaac Hayden		X			
Shyla Cobbett		x			

TOPIC	DISCUSSION	FURTHER ACTION
1) Call to Order and Roll Call	The meeting was called 9:27 am. Quorum was established.	
2) Approve October 3 rd Agenda	Motion: S. Meyer; Second: J Garcia Result: Approved unanimously.	Correction on names spelling – Fili Michel and Gabriel Martinez.
3) Approve September 19 th Minutes	Motion: A. Blacksher to approve; Second: J. Garcia Result: Approved by consensus with corrections.	Correction on names spelling – Fili Michel and Gabriel Martinez.
4) Workshop 0 (available via Zoom) (no action to be taken)	Overview of the ASPIRE multi-year cycle; Year 3 focus on Demand & Currency using a SWOT lens. META login and Program Description updates must align with Mission/Vision/Values. Key dates (see Item 9): workshops on Nov 7 and Dec 5; preferred submission Dec 19; Straggler's Day Jan 16; absolute final Jan 23.	

<p>5) Scheduled Division Visits:</p> <ul style="list-style-type: none"> a. Academic Success: October 3, 11-11:30 b. Applied Technology: awaiting response 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: November 7, 11:00-12:30 	<p>Applied Tech visit on Oct 17 (per Vanessa); Student Services division presentation still pending Bethany to follow up with Joanne/Yvonne.</p>	
<p>6) Charge and Purpose update: Academic Senate meeting (for approval, 2nd read)</p>	<p>The committee's updated Charge and Purpose statement was brought to Academic Senate. It had its first reading at the prior meeting and received a second reading on Oct 1. Senate approved the update with no feedback or objections. The update will now be reflected in the official Academic Senate bylaws.</p>	
<p>7) Funds Allocation Process</p>	<p>The funding flow: Funds begin at the district level. They are distributed to campuses. Each campus runs the ranking process through Program Review. Final allocations are reviewed and approved by College Council. Discussion noted that in past years, the process was sometimes unclear. The goal of presenting this breakdown was to make the process more transparent for committee chairs and members, and to clarify which body is responsible at each step.</p>	
<p>8) Website Feedback – things to change/update</p>	<p>Bethany noted the Program Review website is outdated. Bethany requested members report any errors, missing information, or out-of-date content directly to her so updates can be made. She explained that while she has been working on corrections (membership list, charge/purpose, etc.), some items are still not current. Members emphasized the importance of the website being accurate and reflective of current processes, since it is often the first place faculty and staff look for guidance.</p>	

	Any feedback, edits, or assistance from members is appreciated and encouraged.	
<p>9) Workshops</p> <ul style="list-style-type: none"> a. Workshop 0: October 3, Registration Link b. Workshop 1: November 7 <ul style="list-style-type: none"> i. What is SWOT? ii. How to use data in SWOT analysis c. Workshop 2: December 5 	<p>Workshop 0 was held today (October 3) as an introduction.</p> <p>Workshop 1 (November 7) will focus on: Understanding SWOT How to incorporate data into SWOT analysis</p> <p>Workshop 2 (December 5) will focus on: Completing Resource Requests Navigating the Submission process in META</p> <p>Timeline reminders: December 19 – Preferred submission deadline (to give the committee time before break). January 16 – Straggler’s Day (during In-Service week) for last-minute support. January 23 – Final absolute deadline. Committee emphasized the importance of starting reports early rather than waiting until January.</p> <p>Discussion: Members discussed what newer participants need to feel comfortable completing SWOTs (e.g., guiding prompts, examples, data dashboards). META access was confirmed to be open, and Katie is available during office hours to provide technical support. Members encouraged collaboration and advised programs not to complete reports in isolation.</p>	
<p>10) Planning</p> <ul style="list-style-type: none"> a) Proposed Membership Changes 	<p>Proposed changes to committee membership were introduced for consideration, with the intent to better balance representation across divisions. Discussion emphasized the need to ensure all divisions and student services areas are represented in Program Review.</p>	
<p>11) Hiring Process</p> <ul style="list-style-type: none"> a. Work group for full process b. Develop an “interim” appointment process c. Sample processes: <ul style="list-style-type: none"> i. Crafton Hills College (p.11) ii. De Anza College iii. Moorpark College d. ASCCC Resources: <ul style="list-style-type: none"> i. A Re-examination of Faculty Hiring Processes and Procedures paper 	<p>The committee is working on developing a comprehensive hiring process, including an interim appointment process for leadership roles. Sample processes from Crafton Hills College, De Anza College, and Moorpark College were shared for reference.</p> <p>An ASCCC paper (A Re-examination of Faculty Hiring Processes and Procedures) was also cited as a guiding resource.</p> <p>Discussion: Members agreed a formal process is needed for interim faculty leadership appointments.</p>	

	<p>Concern was raised that in recent restructuring discussions, Nursing faculty chairs/directors had not been included.</p> <p>It was emphasized that director roles (such as Nursing) carry accreditation and licensure responsibilities beyond typical chair duties, and thus must be addressed explicitly.</p> <p>The group acknowledged this gap and agreed it requires further review and formal inclusion in the hiring/appointment framework.</p>	
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Additional Information: