SBVC Program Review	*February 20, 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	
Christina Torres	X		Natalie Peterkin		X
Dominique Johnson		X	Nathan Yearyean	X	
Doris Ontiveros		X	Stacy Meyer	X	
Ebony Perez		X	Tim Hosford		X
Eric Morden		X	Victoria Anemelu	X	
Fili Michele		X	Yvette Lee		X
Isaac Hayden	x				
Shyla Cobbett Admin.		X			
Guests					
Christian Sarfo-Poku		X			

TOPIC	DISCUSSION	FURTHER ACTION
1) Call to Order and Roll Call	Quorum established at 9:53 meeting called to order.	

2) Approve
   a. February 20, 2026, Agenda
   b. Approve November 21, 2025 Minutes
   c. December 5, 2025, Minutes
	Motion: Leslie Gregory
	 Second: Jaime Garcia
	 Result: Approved
	
	 Abstention: Vanessa Thomas
		An agenda amendment was approved to add **Aspire reading groups and resource request process updates**

3) Participatory Governance Changes a. New charge b. New membership c. Meeting days / times / frequencies	Committee reviewed recent College Council approval of committee-structure changes and discussed implications for Program Review, including: • Program Review shifting from a campus-wide committee to an Academic Senate committee. • New/related committees discussed as part of the revised structure, including:	Co-chairs to provide a summary update (requested by Tatiana) reflecting committee direction on membership/charge.

	○ Institutional Effectiveness Committee ○ Planning & Resource Allocation Committee • Discussion noted that service and non-academic areas will likely have a separate review/resource-request pathway (details still developing), with outputs funneling to the new committees and then to College Council. Membership & quorum discussion (for next cycle): • Committee is "starting from scratch" to redefine charge and membership for inclusion in the participatory governance handbook. • Ongoing challenge: quorum reliability vs. workload (e.g., Aspire reading). • Ideas discussed: ○ A smaller voting membership (examples mentioned: ~9–10 voting faculty members). ○ One representative per division as a starting structure, with flexibility to recalibrate after a year. ○ Use of non-voting resource members (e.g., IE/PRAC, RPIE, facilities/safety/tech) who can attend regularly or as-needed. ○ Consideration of "hybrid" areas (e.g., library/tutoring/counseling) that may need representation due to academic support overlap. Charge language discussion: • Committee discussed narrowing charge focus toward academic programs and potentially academic support/student-serving areas that align with the faculty program review process, while recognizing some functions may shift elsewhere under the new structure. Meeting day/time: • Friday morning meetings were generally supported; in-person requirements and logistics were briefly noted	

4) Meeting date changes requested:
    a. March 13 (in place of March 6)
    b. March 27 (in place of March 20)
	Due to schedule constraints and the need to complete Aspire-related work, the committee voted to shift March meeting dates:
	• March 13 (in place of March 6)
	• March 27 (in place of March 20)
	Motion: Doris Ontiveros
	Second: Melissa Romero
	Result: Approved
	Abstentions: Jessica Gordon, Ebony Perez
	Notes included: members with conflicts were encouraged to attend as available; co-chairs will prioritize agenda items requiring quorum earlier in the meeting when needed.	

Information Items 1. Feedback on how due dates and Stragglers' Day went? 2. Website Feedback – things to change/update (5 minutes) a. What's one thing we can change	1) Brief check-in occurred; no formal action recorded. 2) Item acknowledged; limited time prevented extended discussion.	
Action and Discussion Items: Unfinished Business 3. Planning (Discussion) (10 minutes) a. Proposed Membership Changes 4. Faculty Hiring Prioritization (Discussion) (10 minutes) a. Work group for full process – update	3) Planning – Proposed Membership Changes (Discussion) Reinforced discussion from Item 3 regarding: • Reducing voting membership to improve quorum reliability. • Division-based representation and/or role-based appointments. • Resource (non-voting) participation structure. 4) Faculty Hiring Prioritization – Work Group Update (Discussion) Referenced on agenda; discussion time was limited due to extended Aspire-related planning.	
5) Aspire Reading Groups & Resource Request Process (Discussion/Info)	• Committee confirmed a feedback-focused approach (not rubric-based assessment). • 40 Aspire submissions identified; organized into 5 reading groups, approximately 8 reports per group. • Co-chairs described methodology: balancing divisions, mixing experienced and newer members, and avoiding members reviewing their own departments when possible. • Guidance questions were reviewed (e.g., alignment of SWOT and evidence, clarity, data support, what additional evidence would strengthen narrative).	Co-chairs: Share reading-group assignments and guiding questions document to committee. Committee members: Begin Aspire readings; be prepared to discuss themes at the next meeting; enter feedback in Meta when ready.

	• Process walkthrough provided for accessing submissions in Meta (Approvals → View Module Proposal; Reports for cleaner viewing). • Timeline: members encouraged to read most reports by the next meeting to identify themes; comments can be entered after discussion if members prefer. • Resource requests: spreadsheet to be distributed to divisions for ranking; reminder issued not to rank all items as #1.	Co-chairs/Chairs: Follow up on how program chairs will view/respond to committee feedback in Meta.
6) Meeting Adjourn	Meeting adjourned at **10:53 a.m.**	

Additional Information: