

COMMITTEE AGENDA

San Bernardino Community College District
VALLEY COLLEGE
PROGRAM REVIEW COMMITTEE • MEETING AGENDA

DATE	September 28, 2026	TIME	2:00 – 4:00 p.m.
LOCATION	North Hall 150	CHAIR(S)	✓ Dr. Dani Pearson, Psychology Faculty ✓ Bethany Tasaka, Mathematics Faculty ✓ Mike Cordero, Dean
MEETING TYPE	X Regular ☐ Special ☐ Emergency	NOTE-TAKER	Samantha Moreira

Committee roster

VOTING MEMBERS —2026-2027

NAME	DIVISION/UNIT REPRESENTED	CONSTITUENCY	ROLL CALL
Jesse Chou	Academic Services, Business, & Computer Technology	Faculty	✓
<i>Vacant</i>	Academic Services, Business, & Computer Technology	Faculty	☐
Melinda Fogle	Arts & Humanities	Faculty	✓
Jessica Gordon	Arts & Humanities	Faculty	✓
Ben Laskowski	Career Technical Education	Faculty	✓
Alex Cruz	Career Technical Education	Faculty	☐
Dominique Johnson	Counseling & Student Development	Faculty	✓
Fili Michel	Counseling & Student Development	Faculty	✓
Stacy Rollstin-Weiland	Instructional Support Services	Faculty	✓
Patricia Holder	Kinesiology, Health, & Athletics	Faculty	✓
<i>Vacant</i>	Kinesiology, Health, & Athletics	Faculty	☐
Ebony Perez	Science & Mathematics	Faculty	✓
Soha Sobhanian	Science & Mathematics	Faculty	☐
Anthony Blacksher	Social Science & Human Development	Faculty	✓
Jeff Demsky	Social Science & Human Development	Faculty	✓
<i>Vacant</i>	ASG/Student Senate Designee	Student	☐

Quorum (50% + 1): 7.5	# (Vacant seats are excluded from quorum calculation)	Met Quorum
RESOURCE MEMBERS (non-voting) —2026-2027		
Managers (#)	• Vacant, VPI Designee • Vacant, VPSS Designee	
Classified Professionals and/or Faculty and/or Student (#)	• Tim Hosford, Classified Senate designee • Tatiana Vasquez, Academic Senate President • Jessy Lemieux, Chair or Chairs • Angela Vogel, Outcomes Faculty Lead • Maria Lopez, Non-Credit Faculty Lead • Vacant, Institutional Effectiveness Committee Tri-Chair • Vacant, Planning and Resource Allocation Committee Tri-Chair	✓ ✓
Guests: Jaime Garcia, Victoria Anemelu, Ivettz Lee		

#	AGENDA ITEM	DISCUSSION/COMMENTS	ACTION/FURTHER TASKS
	A. Call to Order 2:04 PM		
	B. Approval of Agenda and Minutes		
	• September 14, 2026 Minutes (for approval)	Approved:	1st Motion: Stacy Rollstin-Weiland Unanimously
	C. Consent Items (Items that are not expected to be controversial.)		
1			
2			
	D. Follow Up Tracker/Review (Review action items and commitments from prior meetings)		
1			
2			
	E. Action Items (Items that require a recorded vote)		
1			
2			
3			
	F. Information Items (For awareness and context)		
1	Review committee charge, responsibilities, and tasks	<u>AS Approved Program Review charge, responsibilities, tasks, composition</u>	
2			
3			
	G. Discussion Items (For deliberation and input. No formal action taken.)		
1	The future of Program Review & ASPIRE	Discuss plan for 2027 forward. Goal is to vote on 10/12 meeting.	
2	Timeline for ASPIRE process and committee tasks		
	H. Committee Reports; Constituent/Other		

1	Program Review Chairs	Planned follow up discussion at 9/30 Academic Senate meeting on ASPIRE	
2	Academic Senate		
3	Classified Senate		
4	Outcomes Faculty Lead		
5	Non-credit Faculty Lead		
6	Planning and Resource Allocation Committee		
7	Institutional Effectiveness		
I. Future Agenda Items & Committee Business			
1	Invite CTS to provide the committee with a technology tools demonstration	What technology is available to us as a committee and how do we best utilize it for ASPIRE?	
2	Deadlines for ASPIRE submissions (fall/spring)	Ask your division about past ASPIRE timelines. When should deadlines for ASPIRE Year 4 occur?	
3	Replacement ASPIRE submission tool	Consideration of other tools, such as MS Forms and Qualtrics	
Adjournment time: 3:59PM			

Next Scheduled Meeting: Mon. Oct 12 2:00 pm (IN-PERSON NH-150)

FUTURE MEETING DATES

Mon. Oct 26, 2026 (IN-PERSON NH-150)

Mon. Nov 9, 2026 (IN-PERSON NH-150)

Mon. Dec 14, 2026 (IN-PERSON NH-150; Tentative)

SBVC MISSION:	VALLEY UP INITIATIVE 2025-2030
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.	The Initiative organizes its strategic commitments around four interconnected priorities that together define the college's direction through 2030 as follows: 1. Career and Transfer 2. Health and Safety 3. Boldly Student-Centered 4. Opportunities for All
COMMITTEE CHARGE	MEMBERSHIP & PARTICIPATION EXPECTATIONS
The Program Review Committee leads and manages the academic program review process, in alignment with ACCJC accreditation standards and linking self-evaluation to institutional planning. For purposes of this committee's scope, academic programs are defined as instructional programs and student services programs in which faculty hold primary responsibility for design, delivery, or oversight of program outcomes. The committee develops and refines program review processes, standards, and criteria through faculty-driven, evidence-based evaluation. Resource needs are collected and synthesized through academic program review and they shall be forwarded to the Planning and Resource Allocation Committee.	<i>Constituency Communication:</i> Voting members are responsible for reporting back to their constituency groups and bringing constituent input to deliberations. <i>Equity Commitment:</i> All members are expected to center student success, equity, and the elimination of achievement gaps in their participation and decision-making. <i>Appointments:</i> Voting members are appointed by their respective constituency bodies (Academic Senate, Classified Senate, ASG, or management) prior to the start of fall semester.

SAN BERNARDINO VALLEY COLLEGE

PROGRAM REVIEW COMMITTEE

MEETING MINUTES

Date: September 28, 2026

Time: 2:00 p.m. – 4:00 p.m.

Location: San Bernardino Valley College, NH 150

Meeting Called to Order: 2:04 p.m.

I. CALL TO ORDER

The Program Review Committee meeting was called to order at 2:04 p.m.

II. APPROVAL OF PREVIOUS MEETING MINUTES

The Committee reviewed the minutes from the previous meeting and discussed related updates.

Motion: Stacy Rollstin-Weiland moved to approve the previous meeting minutes.

Second: The motion was seconded.

Vote: The motion was approved with three votes in favor: Demsky, Stacy Rollstin-Weiland, and Jessica. There were no votes opposed.

III. PROGRAM REVIEW COMMITTEE REPORTING TO THE ACADEMIC SENATE

The Committee discussed the role of the Program Review Committee (PRC) and its reporting relationship with the Academic Senate.

Discussion included:

- The PRC's role in representing faculty perspectives.
- How the Committee can communicate the purpose and responsibilities of the PRC to faculty.
- The importance of explaining the Committee's work and processes to the campus community.
- The relationship between the PRC and the Academic Senate.

IV. PROGRAM REVIEW RANKING AND PRIORITIZATION

The Committee discussed the ranking and prioritization process for program review.

Discussion included:

- Title 5 requirements and the role of the President's Cabinet.
- The importance of providing an evidence-based rationale for program rankings.
- Collegial consultation and communication regarding ranking decisions.
- How the Committee should identify and communicate priority needs.
- The need for transparency in the ranking process.

V. EFFICACY REPORTS AND PROGRAM REVIEW PROCESS

The Committee discussed efficacy reports and their relationship to the program review process.

Discussion included:

- Supporting the faculty evaluation process.
- Reviewing the Committee's charge and establishing a timeline and responsibilities for the academic year.
- The ASPIRE process and the frequency of self-evaluations.
- Historical efficacy reports and the previous use of more structured documents and rubrics.
- The Academic Senate's work to develop templates for future use.
- Differences in the format and content of summative reports.
- The various factors that influence the work of program review committees.

VI. ASPIRE PROCESS AND PROGRAM REVIEW TIMELINES

The Committee discussed the ASPIRE process and potential timelines for program review.

Discussion included:

- How the ASPIRE process will be implemented.
- Establishing clear timelines and processes for annual and comprehensive program review.
- The frequency with which program review should be conducted.
- The potential for the PRC to establish recommendations regarding the frequency of program review.
- The importance of developing concrete and transparent rubrics.
- Different perspectives regarding a micro-level versus macro-level review.
- The value of longitudinal analysis of program work over an extended period.

VII. DATA, DASHBOARDS, AND MEASUREMENT

The Committee discussed the use of data and dashboards to support program review.

Discussion included:

- Brainstorming what data program chairs need to effectively complete program review.
- The potential development of a dashboard to support the program review process.

- Concerns regarding the amount of work required to collect and maintain data.
- The Academic Senate's role in advocating for faculty needs.
- Differences between annual and comprehensive program review.
- Identifying appropriate data points and determining when the data should be collected.
- Potential measures including fill rates, retention rates, and completion rates.
- Examining student enrollment and attrition data, including students who drop courses themselves versus other forms of enrollment loss.
- Identifying potential blind spots or disparities in the data.
- Defining what is meant by "productivity" and "growth" and determining how these concepts can be measured.
- Reviewing weekly student contact hours and other measures of program activity.

VIII. SWOT ANALYSIS AND DIVISION DISCUSSIONS

The Committee discussed the possible use of a SWOT analysis as part of the program review process.

Discussion included:

- The potential value of examining strengths, weaknesses, opportunities, and threats.
- Bringing program review topics to division meetings.
- Discussing ASPIRE and SWOT at a division retreat.
- The possibility of a workshop or event to allow faculty voices to be heard and to support faculty participation.
- Identifying weaknesses and disparities within programs.

IX. RESOURCES, FUNDING, AND SUPPORT NEEDS

The Committee discussed resource needs identified through program review.

Discussion included:

- Developing a process for identifying and communicating resource needs.
- Determining what recommendations, the Committee should make regarding resources.
- Equipment and technology needs.
- Potential workshops to assist faculty with equipment and technology tools.
- Identifying potential gaps in funding.
- Identifying ongoing needs that may not currently be fully addressed.
- Creating transparent forms that clearly communicate resource needs and the program review process.

X. PROGRAM REVIEW PROCESS AND DOCUMENTATION

The Committee discussed developing a clear and transparent program review process.

Items discussed included:

- Submission of annual reports.
- Review of submitted reports and identification of common feedback themes.
- Establishing dates for report submissions and Committee review.
- Providing instructions and workshops to support the submission process.
- Resolving questions and requests related to the process.
- Establishing the four-year program review cycle.
- Establishing PRAC deadlines.
- Developing a submission form and process.
- Determining what data should be submitted and the timeline for submission.
- Defining productivity and growth and determining appropriate methods of measurement.

XI. PROGRAM REVIEW COMMITTEE CALENDAR AND OUTREACH

Dr. Pearson updated the Program Review Committee calendar during the meeting.

The Committee discussed outreach to divisions regarding the PRC's work. PRC Chairs will develop an email on behalf of the Program Review Committee to introduce and communicate the Committee's work to the divisions, with outreach anticipated for November 12.

XII. ACTION ITEMS / FOLLOW-UP

The following follow-up items were identified during the meeting:

1. Continue discussions regarding the PRC's reporting relationship with the Academic Senate.
2. Further develop recommendations regarding program review ranking and prioritization.
3. Continue discussion of ASPIRE timelines and the program review cycle.
4. Explore data needs for program chairs and potential dashboard development.
5. Continue discussion regarding transparent rubrics and program review templates.
6. Explore the use of SWOT analysis and potential division workshops or retreats.
7. Identify resource, equipment, technology, and funding needs.
8. Develop a transparent submission process and determine required data and submission timelines.
9. PRC Chairs to develop an email for distribution to divisions regarding the Committee's work.

XIII. ADJOURNMENT

Motion: Anthony Blacksher moved to adjourn the meeting.

Second: Pat Holder seconded the motion.

Vote: There were no votes opposed.

The meeting was adjourned at **3:59 p.m.**

Respectfully submitted,
Samantha Moreira

Administrative Support
Program Review Committee

