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PROGRAM EVALUATION COMMITTEE (PEC)  
Thursday, October 3rd, 2024  
[Zoom Meeting Link](#) (see below for full invite)

AGENDA

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**Michael Medel**, Dean (co-chair, non-voting)  
**Joshua Ramirez**, Academic Senate President  
(co-chair, non-voting)  
**Liz Auchincloss**, Information Technology  
(voting)  
**Stan Bursten**, Social Sciences div. (voting)  
**Monica Campbell**, School of Extended Learning  
(voting)  
**Vandana Gavaskar**, English div. (shared vote  
with other English div. rep.)  
**Sean Kelly**, Sciences div. (voting)  
**Jennifer Loftus**, Mathematics (voting)

**Lisa Lopez**, CSEA rep. (voting)  
**Mariah Messer**, Faculty, School of Extended  
Learning (voting)  
**Kim Monda**, English div. (shared vote with  
other English div. rep.)  
**Michele Obritz**, Ed Support div. (voting)  
**Nicole Oldendick**, Institutional Assessment  
(non-voting)  
**Vanessa Pelton**, ALA & Enrollment Services  
(voting)  
**Diana Zapata**, Director, Human Resources  
(non-voting?)

**Resource Personnel Member:**

Cornelia Alsheimer, Faculty Association (as per AP3255, "Resource personnel attend meetings of the Program Evaluation Committee when requested to by one of the Program Evaluation Committee co-chairs. There is no requirement placed upon resource personnel to attend every meeting.")

**Vacancies:**

One Business Services representative (voting); One Educational Programs Representative (not represented by faculty-led areas); Business Division; Fine Arts Division; Health and Human Services Division; PE/Health/Dance/Athletics Division; School of Modern Languages/ESL Division; Technologies Division; ASG representative.

[Members absent: Mariah Messer, Nicole Oldendick, and Diana Zapata.](#)

**PROCEDURAL ITEMS:**

1. Kim will take minutes today
2. Approval of [minutes from the 9-19-24 meeting \(M/S/C Stan/Vanessa\)](#)

**INFORMATION ITEMS**

1. Program Modification (none to report: left here as a placeholder)
2. Welcome new PEC member, Monica Campbell from SEL, and Dr. Keller Magenau, Executive Director of Institutional Assessment, Research and Planning, who is joining PEC for today

**DISCUSSION ITEMS:**

1. [Email with deadline](#) for resource requests template
  - [We reviewed the email and confirmed the dates for this year \(for IT requests first, then all requests.\)](#)
  - [We added a request to the template that people check when it is complete, and that they check if they have no resources to request. \(It was a problem last year because we didn't know when people were done.\)](#)
  - [Michael will send this email out on Monday October 7th after sharing it with Deans Council.](#)

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- a. Updated Resource Request Template (with the addition of the four goals from our [2023 Strategic Plan](#))
    - As noted above, Michael will also add the new check box for completion or nothing to request.
    - We confirmed that we will link the new Strategic Plan to this template and ask them to choose the new goal.
  - b. Updated [Resource Request Instructions Guide](#)
    - Michael will confirm with VP of Business Services Brian Fahnestock whose name should be added to the handbook for questions for the Controller.
    - Josh will confirm with Superintendent/President Erika Endrijonas that the new Budget Committee will replace BRAC in this Resource Guide.
2. Innovation and Effectiveness Plan (I&EP, or the Plan) /October 11th Collegiality in Action event (Executive Director of the Office of Institutional Research and Planning, Dr. Keller Magenau)
    - Keller gave a quick background on the PRT (Partnership Resource Team) process, provided through the CA CC Chancellor's Office. Experts in the area of inquiry (SBCC asked for resources to improve governance and decision-making and planning and resource allocation processes) from CA CCs visit SBCC to talk to us about our processes and questions. After that visit, they sent a Menu of Options (MOO), which Superintendent/President Endrijonas shared with all SBCC employees via email this last spring. We then submitted a plan to develop an Innovation and Effectiveness Plan (I&EP), which is our contract in terms of how we will spend the 200K grant to implement our I&EP. See the [PRT plan](#) here. (This plan was shared at our Sept. 5th PEC meeting.)
    - The kick-off on October 11th: a chance for the whole campus to learn from speakers from the Collegiality In Action team, a group with expertise in effective participatory governance. Please encourage others to attend!
    - SBCC's Institutional Effectiveness Committee (IEC) is the implementation team for our I&EP for this year (2024-25).
    - Keller shared this document: [Interim Institutional Effectiveness Committee \(IEC\) Charge + Membership](#) and focused on the "Committee Charge" section.
      - A revised Resource Guide to Governance and Decision-Making, reflecting an updated model.
      - A set of governance committee tools and resources, to include annual training, committee goal setting and measurement of success and evaluation of the process.
      - A clearly communicated integrated planning/review model and cycle that aligns all plans from institution-level through department-level, includes program review for all college units, and connects resource-allocation to the Strategic Plan and to Program Review.
      - A Resource Guide to Planning and a Planning webpage.
      - A revised Program Review process and cycle involving all divisions and units. The process will be data-informed and DEIAA focused.

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- Update for October 11th event: PEC facilitators for the afternoon session devoted to PEC are Michael, Kim, Lisa, and Nicole. The recommendation is to go over one problem/issue we would like to solve.
  - Keller reminded us that October 11th is just the kick off. Michael will also serve on IEC as the team lead for the revisions to the Program Review process and PEC's input will be a big part of this process.
  - Each afternoon group for Oct. 11th has some homework: to review the links on the one-sheet. However, we want folks to attend whether they had time to dive into the links or not, as they will have good ideas about what they would like to see.
  - Keller added: It is important to note that this kick-off is an invitation to invite the entire campus. We hope to see people who have never sat on a committee before. Please encourage people to attend, even if only for the morning session.
  - Kim shared that experiences of committee service really vary by constituency. For full-time faculty, most have been on a committee at some point (we do have a service requirement, although it can be met in other ways besides committee service), so for many FT faculty the issue is more one of burn-out and concern that the faculty voice is not clearly part of governance decisions. She also pointed out that one of the themes she heard during her participation in Restorative Justice workshops last year is that many SBCC employees have struggled because they have seen ways in which some of our processes do not serve our students, yet there is no clear way for them to try to be part of a solution to address the problems they see. Kim concluded by saying that this PRT process is an incredible opportunity for us to revitalize our participatory governance processes and give all of us the chance to share ideas about how to better serve our students and meet our mission.
3. Request for the October 11th event: PEC's input on these three parameters
- a. Improved Communication
  - b. Inclusive Participation
  - c. Alignment with Governance and Planning Structures (other committees, major planning documents, other?)
- Keller shared background about these categories: these three areas come from the visiting PRT's report on what SBCC was calling for from the documents we shared with the visiting PRT before they came as well as their all-day visit. The third category is about how many SBCC folks felt that there were too many meetings and too little that got done.
  - Lisa shared: frustration about the work we do to rank, yet there aren't resources available. Keller's follow up: it has to be transparent—what happens in the decision-making process and how do we close the loop? That's a critical part of integrated planning. What process do we follow? Forward requests to CPC and what can we afford and what can't we afford. (Resource requests and resource allocation, not "program review money.")
  - Liz shared: yes, we've had a break down in terms of allocating resources for things, but the process for new positions is even more opaque.
  - When Micheal became Co-Chair of PEC, he introduced a timeline for the resource request process. (It did not get traction, but he did share it.) Of course, the timeline needs to get to the Superintendent/President in time for it to be included in the next year's budget.

- Keller reminds us: program review should be for augmentation of budgets in order to meet the goals in our planning documents. (For example, if we have a goal of improving our enrollment in a particular program, we need a new half-time staff person to be able to do this outreach work.) The replacement of a staff person, which could be needed at any time, is not part of program review.
  - Agreed: we need a process for how to approve replacement positions.
  - Liz: we need to identify a clear process for requests for new positions for staff as well.
4. [ACCJC-2024-Accreditation-Standards](#) for Comprehensive Program Reviews beginning in Fall 2025. (2023 Strategic Plan, 2024 Academic Affairs Ed Vision Plan, 2024 Student Affairs Ed Vision Plan, Facilities Plan, Strategic Enrollment Management Plan, PRT Recommendations)
  5. Begin discussion about what the Program Review Year 4 Template should be. For Reference these are the original questions asked in the [Year 1 Comprehensive Program Review](#).
    - Michael asked that we review this linked document and add our thoughts about questions we might ask for the comprehensive program review, which will be due in spring.

#### Future Meeting Items:

1. Do we want to try to meet in person? Experiment with Hyflex meetings for 2024-25?
2. Update the AP to reflect what the Program Evaluation Committee is actually doing.
3. Review the description of PEC's membership and charge in the [Resource Guide to Governance and Decision Making](#)

#### PEC Fall 2024 Meetings

- ~~September 5th~~
- ~~September 19th~~
- ~~October 3rd~~
- October 17th
- November 7th
- November 21st
- December 5th

#### FYI: PRT/Institutional Effectiveness

##### Committee (2nd/4th T 3:00-4:30)

- Oct. 8th
- Oct. 22nd
- Nov. 12
- Nov. 26
- Dec. 10

#### PEC Spring 2025 Meetings

- February 6th
- February 20th
- March 6th
- March 20th
- April 3rd
- April 17th
- May 1st
- (May 15th if needed)

- Feb. 11th
- Feb. 25th
- March 11th
- [Spring Break March 25th]
- April 8th
- April 22nd
- May 13th

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Full Zoom Invite if needed:

Join Zoom Meeting

<https://sbcc.zoom.us/j/85797880257?pwd=hEd24gHvkAsEvrhk29vWrjaKX2vMNq.1>

Meeting ID: 857 9788 0257

Passcode: 329677

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