## District Services Planning & Program Review Committee Minutes

- **Mtg. Date**: November 9, 2018
- **Mtg. Time**: 10:00 a.m.
- **Location**: SBCCD Board Room
  - 114 S. Del Rosa Dr., San Bernardino

### Members Present
- Jeremiah Gilbert (Chair)
- Al Jackson
- Noemi Elizalde
- Barbara Nichols
- Jeremy Sims
- Mark McConnell
- Michele Jeannotte
- Noemi Elizalde
- Heather Ford (recorder)
- Artour Aslanian

### Agenda Items

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<tr>
<th>Agenda Items</th>
<th>Discussion</th>
<th>Action Items/Tasks</th>
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<td>I. Call to Order</td>
<td>J. Gilbert called the meeting to order at 10:05 a.m.</td>
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| II. Approval of Minutes | The Committee reviewed and approved the minutes from October 12, 2018. | **Action Item** – Minutes Approval  
Motion – V. Diggle  
Seconded – A. Jackson  
Unanimous Approval |
| III. Chancellor’s Cabinet Revised District Program Review Committee Rankings | J. Gilbert reported the ranking results of Chancellor’s Cabinet (attached #1). IEPI funding for review of TESS resource request in Spring 2019. A. Jackson asked for verification of parking fees distributed to SBVC and CHC and should be funding the police department. J. Gilbert reported the Chancellor’s Cabinet has not met since October 17 thus has no updates.  
A. Jackson reported he has the 2015-18 police department statistics to provide clear evidence of the need of the police department’s resource request. A. Jackson questioned how Chancellor’s Cabinet has the appropriate information representing the evidence behind the resource request.  
A. Jackson reported an analysis has already been completed and is questioning why Chancellor’s Cabinet needs further analysis.  
V. Diggle reminded the committee the purpose of this committee is to only make a recommendation to the Chancellor’s Cabinet and this committee does not have the final approval. | |
| IV. Review of 2-year Program Chancellor’s Office | J. Gilbert updated the committee that the 2-year update does not have SAOs. J. Gilbert clarified to the committee the two-year update is two years after the four-year update. It is a cyclical process.  
"Office of Research, Planning, & Institutional Effectiveness"  
B. Nichols asked for clarity of staffing. J. Gilbert reported he had one researcher leave SBCCD.  
"Marketing, Public Affairs & Government Relations"  
Does not have an analysis of the survey (specifically what is lacking and what has done well). M. McConnell commented on goal 1 that three years ago SBVC spent a lot of money on rebranding and the district should focus on self-branding not campus branding. J. Gilbert reminded the committee that this was completed June 2018 and | |
since then development, direction, and goals of the marketing/rebrand have changed.

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<th>V. Service Area Outcomes Guidelines</th>
<th>J. Gilbert reviewed the draft Service Area Outcomes (SAO) Guidelines document. This document is to assist in the completion of the 4-year Program Self Evaluation. The committee discussed examples of SAOs.</th>
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| VI. Other/Future Agenda Items      | A. Jackson has requested a specific training for staff to learn Oracle.  

J. Gilbert reported the climate survey will be going out annually. This committee will review and make any revisions necessary for the next cycle. |
| VII. Next Meeting                  | Next Meeting: February 8, 2019, 10:00 a.m. SBCCD Board Room |
| VIII. Adjournment                  | Meeting adjourned at 11:08 a.m. |

Respectfully submitted,

Heather Ford  
Executive Administrative Assistant  
Office of the Chancellor  
San Bernardino Community College District