



**ANTELOPE VALLEY COLLEGE  
PROGRAM REVIEW COMMITTEE MEETING**

**March 18, 2013  
3:00 p.m. – 4:30 p.m.  
A140 Conference Room**

To conform to the open meeting act, the public may attend open sessions

- 1. CALL TO ORDER AND ROLL CALL**
- 2. OPENING COMMENTS FROM THE PROGRAM REVIEW COMMITTEE CHAIR**
- 3. OPEN COMMENTS FROM THE PUBLIC**
- 4. APPROVAL OF MINUTES**  
March 4
- 5. REPORTS**  
WEAVE 2012 annual template - Carol
- 6. ACTION ITEMS**  
Comprehensive template 2013  
Annual template 2013
- 7. DISCUSSION ITEMS**
- 8. OTHER**
- 9. ADJOURNMENT**

**PROGRAM REVIEW COMMITTEE MEETING**

**NON-DISCRIMINATION POLICY**

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

**March 18, 2013**  
**MINUTES**

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Present: Stacey Adams, Dr. Fredy Aviles, Vickie Beatty, Melanie Parker, Ty Mettler, Dr. Les Uhazy, Aeron Zentner, Carol Eastin

The meeting was called to order at 3pm.

Minutes of March 4 were approved.

**REPORTS**

Carol reported finding a discrepancy between the annual update template posted on the Program Review website and the version posted in WEAVE. On WEAVE, questions 7 and 9 prompt writers to “Cite examples of using additional resources”. The annual update report template on the Program Review website is the one that was approved by this committee and it prompts writers to “Cite examples of using data” in questions 7 and 9. We will be sure to post the approved template to both WEAVE and the website this year.

**ACTION ITEMS**

Minor modifications to the annual template were discussed at two meeting in the fall but never brought forward for action. The revisions were reviewed and the 2013 annual update template was approved.

Committee members felt some additional changes are needed to the comprehensive template. No action.

**DISCUSSION ITEMS**

Carol reported that most of the 2012 comprehensive reports reviewed by the committee neglected to reference data when requesting resources. In compliance with our review process, programs which did not link resource requests to outcome findings or other data will be asked to revise and resubmit their reports.

Committee members discussed possible changes to some of the prompts for discipline faculty writing parts of the comprehensive report. It was generally felt that the current template asks for too much detail for a comprehensive report and should instead prompt people to think of trends that are relevant to division planning. Carol will make revisions suggested by committee members. Discussion to continue.

The committee discussed how it might function in 2013-14. The committee members may want to foster relationships with divisions and areas to help them throughout the writing process, not just provide feedback at the end during the final review. Do we think having a representative from each academic division is needed? Discussion to continue.

Meeting was adjourned at 4:30pm.