



ANTELOPE VALLEY COLLEGE
PROGRAM REVIEW COMMITTEE MEETING
May 16, 2016 Agenda
3:00 p.m. – 4:30 p.m.
Library 201

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

1. Opening comments from the Program Review Committee Co-Chairs
2. Open comments from the public
3. Approval of April 18 and May 2 minutes
4. Reports
 - Comprehensive reports done: Job Placement and Counseling
 - Comprehensive reports not submitted yet:
Lang Arts/Academic Devt, VAPA, Info/Welcome Center
 - About 25% of annual update reports were incomplete as of May 12
5. Action Items
6. Discussion items
 - Review of templates
7. Other
8. Adjournment



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The meeting was called to order at 3:00pm.

Present: Stacey Adams, Vicki Beatty, Reina Burgos, Dr. Glenn Haller, Ann Steinberg, Dr. Les Uhazy, Dr. Meeta Goel, Carol Eastin and Dr. Svetlana Deplazes

9. Opening comments from the Program Review Committee Co-Chairs – Carol thanked the committee members for their support of the Committee’s work this year.
10. Open comments from the public - none
11. The minutes of April 18 and May 2 were approved
12. Reports
 - Comprehensive reports done: Job Placement and Counseling. Those two reports were submitted in March and early April respectively. Peer reviews have been done. Both programs were informed that their reports were accepted.
 - Comprehensive reports not submitted yet:
Lang Arts/Academic Devt, VAPA, Info/Welcome Center
 - About 25% of annual update reports are incomplete as of today. We are waiting for 14 of 58 annual update reports. Carol has read and returned several of the 16 for additional information.
 - Carol is working with deans, chairs, faculty and staff to finalize the comprehensive and annual update reports which are not done yet. She has seen drafts of many discipline reports and noted a frequent problem: one tardy discipline report can hold up the completion of their division’s report. Consensus was that we should continue with the current process of reviewing all comprehensive reports within a division when the division report is presented by the dean. Reina, Stacey, Glenn, Ann and Meeta will be available in the summer for peer review work during the summer. Les might also be available.
13. Action items - none

14. Discussion items

- Review of templates – The templates used in 2015-16 for comprehensive and annual update reports were examined. Feedback from report writers was discussed and committee members shared their experiences using the templates. Most report writers thought the templates were easy to use but sometimes were unsure about what responses were appropriate. That was partly due to redundancies in some of the questions; effort will be made to eliminate redundancies in the 2016-17 templates. Carol, possibly along with Svetlana and/or Meeta, will attend division and staff meetings in the fall to discuss the process and use of data.

15. Other

- Svetlana discussed a flow chart done by Glendale Community College which shows their integrated planning cycle. It has active links within the chart to access the components. Visit: http://filemaker.glendale.edu/fmi/iwp/cgi?-db=Integrated_Planning_2015-2016&-loadframes to view the tool. She will send addresses of other Glendale documents to committee members for their review.
- Meeta said work on the new ILOs and their measures is nearing conclusion. The new ILOs will be presented in September during the district planning day. Links between the old and new ILOs will be identified to help people align their programs and goals with the new ILOs.
- The discussion turned to the disillusion some employees feel about requesting resources year after year with no success in receiving those resources. Meeta reminded the group that \$876,100 was allocated to fund all critical one-time (non-recurring) resource requests this year. She noted that one CMS, seven full time faculty, and seven classified people were hired for 2015-16.

16. The meeting was adjourned at 4:30pm.