

Date: May 29, 2020

To: Ed Knudson, Superintendent/President
AVC Board of Trustees

From: Van Rider, Academic Senate President

Subject: 2019-20 Academic Senate Annual Report

The 2019-20 academic year has been productive for the Academic Senate. I am pleased with and appreciative of the incredible work done by the senate standing committees, their respective chairs, and the faculty at large. I applaud their collective effort and the feats they have accomplished. Without these committees, the faculty would not be able to be as impactful of student success and life-long learning. These reports illustrate their dedication and diligence.

- Academic Policies & Procedures Committee
- Accreditation Committee
- Distance Education & Technology Committee
- Environmental Group Report
- Faculty Professional Development Committee
- Honors Committee
- Outcomes Committee
- Program Review Committee

Additionally, I want to acknowledge the contribution and leadership of the outgoing senate executive committee: Professors Karen Heinzman, Jessica Harper, and Jason Bowen. They have demonstrated a commitment to academic excellence and faculty purview.

In the coming year, I welcome Professors Ty Mettler, Brian Pallagallo, and Mark McGovern to the senate executive committee. Their collective experience and energy will serve to strengthen the Academic Senate.

I look forward to the senate's engagement with the AVC Board of Trustees, President Knudson, and AVC's administration in accomplishing the district's goals and the important work of building the lives of our students and AVC Community.

VR/nm

Attachments



Committee Name: AP&P		Chairs/Co-Chairs: Dr. Les Uhazy, Kathryn Mitchell
<h2>Year-End Committee Report</h2> <p><i>Academic Year: 2019-2020</i></p>		
<p>Mission: The Academic Policies & Procedures Committee (AP&P) is a standing committee of the Academic Senate. Its main responsibility is to oversee the development, review, renewal, and recommendation of curriculum to be approved by the Board of Trustees (Title 5: 55002). Curriculum review and development necessarily reflect the collegial decision to meet student needs for course work that is encompassed within basic skills, general education, transfer, and major programs of study, which include a wide array of occupational and liberal arts disciplines and areas. In addition, the process for establishing prerequisites, co-requisites, advisories, and limitations on enrollment falls under the purview of the curriculum committee (Title 5: 53200-2040).</p>		
List Committee Goals for the Academic Year (as reported on the Annul Committee Goal sheet)		
I.	Approve the 230 courses and various programs and certificates needing review and revision as per Title 5 requirements during the 2019 fall semester in order to remain in good standing and inclusion in the 2020-2021 catalog.	
II.	Continue to encourage the development of new ADT programs, programs, and certificates.	
III.	Review, revise, and approve AP&P Handbook.	
IV.	Create a Task Group to review BP 4020 and AP 4021 policies and provide recommendations for revision (re Program Discontinuance policies).	
V.	Transition from CurricUNET to eLumen.	
What accomplishments did the committee make toward each goal? Was the goal reached?		
I.	The AP&P Committee approved 36 new courses, 151 non-substantial course revisions, 106 substantial course revisions, 21 non-substantial program revisions, 22 substantial program revisions, and 6 new program developments for the 2019-2020 academic year. Additionally, the committee approved 4 program deactivations. The 2020-21 Catalog is being reviewed and revised, and it will be ready for publication by the middle of May.	
II.	The committee has continued to encourage and help faculty develop new courses, programs, and certificates. As stated above, 36 new courses and 6 new programs were developed this academic year.	
III.	The committee is in the process of revising the AP&P Handbook, and we hope to complete the project by the summer. This goal would have been completed if not for the COVID-19 emergency interruption to the semester. As the Handbook is currently referring to CurricUNET throughout, and we are transitioning to eLumen, it is a time-consuming process. We will continue to work on it and have it ready for the next academic year.	
IV.	The AP&P committee has established a task group to review the Program Discontinuance Policy, and that group has diligently been reviewing the appropriate BP and AP. Again, due to the COVID-19 interruption, the task group has not been able to report to the committee. We will complete this goal as soon as we are able.	
V.	The transition from CurricUNET to eLumen has been accomplished, and the AP&P committee representatives have been trained in eLumen. Department chairs and other faculty have started to be trained, and Cheyenne Odenthal, our Curriculum Specialist, will continue to offer training sessions via online. Additionally, Cheyenne has created and posted training videos and a PowerPoint in Google	

	Classrooms for easy access for faculty. The Google Classroom will allow faculty the opportunity to ask questions, and Cheyenne will monitor the classroom and answer questions in a timely manner.
What obstacles (if any) did the committee encounter in trying to accomplish each goal?	
I.	Course and program revisions/submissions are due in the fall semester, and as usual, the number of incoming submissions peaked late in the semester. The Outcomes Committee was overwhelmed, as was the AP&P Committee, and with the holiday schedule, both committees were forced to have off-schedule meetings to meet the Senate and BOT deadlines. Though we understand, as the committee is mostly faculty, that faculty are busy, earlier submission would be helpful.
II.	No obstacles were encountered.
III.	COVID-19 was an obstacle that we did not anticipate. Though the Handbook will be revised before the next academic year, the virus pushed our progress back and we were unable to complete the revision by the date we set.
IV.	Again, COVID-19 was an obstacle, but we will complete the review and offer recommendations when we reconvene.
V.	The main obstacle with the transition from CurricUNET to eLumen was time. We had to review many courses and programs, and then when we started training the AP&P Committee, COVID-19 struck, and we were dispersed home. eLumen is very different than CurricUNET, and as such, we are learning as we go. What was easy in CurricUNET is not in eLumen, and vice versa. The committee will continue to become comfortable with eLumen, and then we will be able to train other faculty more easily.
General Observations or Comments	
<p>One major change to the AP&P Committee was not an original goal, but it is one that is notable. The Outcomes Committee and the AP&P Committee worked together to change the review process in order to streamline the time it takes to move a course or program through AP&P. The committees agreed to add two Outcomes representatives to the AP&P Committee; the Outcomes reps will work as the "Outcomes Review" group within AP&P, along with the Outcomes co-chair, and be able to review and approve courses and program/certificate revisions in the AP&P process without going to the Outcomes Committee. By working within the AP&P Committee process, it eliminates the need for all revisions to go the Outcomes Committee for review and approval and hopefully will streamline the process.</p> <p>It was also agreed that any new course, program, or certificate development will continue to go to the full Outcomes Committee for review and approval. The change is for revisions only, and it will speed up the approval process.</p>	
Recommendations for change in membership or function	
The change to the membership and function, adding Outcomes representatives, was completed mid-year.	



**College Coordinating Council
Committee Information Sheet**

AP&P Committee 2020-2021

Committee Name

	Appointed By	Individual	Term	Expiration Date
Co-chair	Senate – Social & Behavioral Sciences	Kathryn Mitchell	2 of 3	June 30, 2021
Co-chair	Position – Executive VP of Academic Affairs	Dr. Les Uhazy	Standing	Standing Member
Member	Position – Articulation Officer	Dr. Jessica Eaton	Standing	Standing Member
Member	Senate – Career Technical Education	Dr. Maria Clinton	2 of 3	June 30, 2021
Member	Senate – Career Technical Education	Ms. Deborah Sullivan-Ford	3 of 3	June 30, 2020
Member	Senate – Health & Safety Sciences	Mr. Michael Hutchison	2 of 3	June 30, 2021
Member	Senate – Health & Safety Sciences	TBA	3 of 3	June 30, 2019
Member	Senate – Math, Science & Engineering	Dr. Mark McGovern	3 of 3	June 30, 2020
Member	Senate – Math, Science & Engineering	James Dorn	1 of 3	June 30, 2022
Member	Senate – Rhetoric & Literacy	Ms. Jeffrie Ahmad	3 of 3	June 30, 2020
Member	Senate – Rhetoric & Literacy	Mr. Richie Neil Hao	3 of 3	June 30, 2020
Member	Senate – Social & Behavioral Sciences	Dr. Ron Chapman	2 of 3	June 30, 2021
Member	Senate – Social & Behavioral Sciences	Dr. Ibrahim Ganley	3 of 3	June 30, 2020
Member	Senate – Arts & Humanities	Ms. Cindy Littlefield	2 of 3	June 30, 2021
Member	Senate – Arts & Humanities	Mr. Terry Rezek	2 of 3	June 30, 2021
Member	Senate – Library / DE Liaison	Dr. Scott Lee	Standing	Standing Member
Member	Senate – Student Services / Counseling	Mr. Luis Echeverria	1 of 3	June 30, 2022
Member	Senate – Adjunct	Gabrielle Poorman	1 of 3	June 30, 2022
Member	Administrative Position – Dean	Greg Bormann	2 of 3	June 30, 2021
Member	Administrative Position – Dean	Riley Dwyer	3 of 3	June 30, 2019
Member	Administrative Position – Dean	Ms. LaDonna Trimble	1 of 3	June 30, 2022
Member	Student Representative	<i>Vacant</i>	1 of 1	June 30, 2020
Advisory	Student Representative	<i>Vacant</i>	1 of 1	June 30, 2020

Type of Committee/Authority:

The Academic Senate standing committee.

Purpose:

The purpose of the Senate shall be to represent the faculty in the formation of policy on academic and professional matters. The Senate shall represent the faculty position on these matters and shall promote communication and mutual understanding within the framework of the college. This may include, but is not limited to policies and practices concerning: 1) Curriculum, including establishing prerequisite and policy courses within the disciplines; 2) Degree and certificate requirements; 3) Grading policies; 4) Educational program development; 5) Standards or policies regarding student preparation and success; 5) District and college governance structures as related to faculty roles; 7) Faculty roles and involvement in accreditation processes, including self-study and annual reports; 8) policies for faculty professional development activities; 9) Processes for program review; 10) Processes for institutional planning and budget development; 11) Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate (Title 5 §53200)

Committee submits recommendations to:

Academic Senate

Product:

Mutual agreements between Standing Committee and the Academic Senate related to Academic and Professional matters

Composition:

Vice President of Academic Affairs Co-chair

Co-chair (appointed by Academic Senate)

Articulation Officer – Voting Member Faculty

Fourteen faculty representatives (two from each division/academic area, one from student services/counseling and one adjunct faculty representative)

Three Deans (transfer, career technical education, and student services - appointed by Administrative Council)

Two student representatives (appointed by the ASO) One voting / One Advisory

Terms:

Members will serve a three-year term, with the exception for appointed ASO representatives who will serve a 1-year term. Faculty Co-chair – 6 LHE (40%) reassigned time per semester for three-year term.

Quorum:

A simple majority of the committee's voting membership.

Meetings:

Meetings are held bi-monthly (2nd and 4th Thursday).

Minutes/Records:

Minutes are posted to the AP&P webpage.

Operations:

Prepared by: Dr. Darcy L. Wiewall

Date: May 9, 2019

Committee Name: Accreditation		Chairs/Co-Chairs: Mike Pesses
<h2>Year-End Committee Report</h2> <p><i>Academic Year: 2019-2020</i></p>		
<p>Mission: <i>The Accreditation Committee exists to coordinate the successful reaffirmation of accreditation during each accreditation cycle. We facilitate the production of reports that demonstrate what the administration, classified staff, faculty, and students are doing to meet accreditation standards.</i></p>		
List Committee Goals for the Academic Year (as reported on the Annul Committee Goal sheet)		
I.	Long Term Goals 2017-2022 – Complete a second accreditation cycle with full reaffirmation and no sanctions.	
II.		
III.		
IV.		
What accomplishments did the committee make toward each goal? Was the goal reached?		
I.	Meetings were held and work delegated in the preparation of the Midterm Report due in October 2020.	
II.		
III.		
IV.		
What obstacles (if any) did the committee encounter in trying to accomplish each goal?		
I.	COVID-19 definitely slowed down the process, but work continued from home.	
II.		
III.		
IV.		
General Observations or Comments		
Recommendations for change in membership or function		
Mike Pesses is stepping down and a new Faculty Accreditation Coordinator needs to be selected.		

Committee Name: Distance Education and Technology Committee (DETC)	Chairs/Co-Chairs: Perry Jehlicka/Gregory Bormann
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Year-End Committee Report

Academic Year: 2019-2020

Mission: *Enter the committee's mission statement*

The Distance Education and Technology Committee is charged with developing guidelines for the delivery of distance education that will maximize student opportunities for success. The committee makes recommendations to the Academic Senate on issues related to distance education, examines distance education practices for the purpose of developing best practice guidelines, and acts as a resource for technical matters related to academic computing.

The Distance Education and Technology Committee's mission is two-fold: first, to assist in the planning and implementation of the Technology Medicated Instruction (TMI) used by instructors and staff in the preparation of educational materials; and second, to provide guidance and recommendation in the pedagogical development and technology in both traditional and distance education.

- Reviews new and revised Distance Education courses as part of the AP&P course approval process
- Address problems with academic computing, including course management system
- Selects the course management system for the College
- Works closely with the Academic Senate and IT Committee

List Committee Goals for the Academic Year (as reported on the Annul Committee Goal sheet)

I.	Develop an AVC online redesign plan by the end of Spring 2020 and a corresponding implementation action plan in collaboration with ITS.
II.	Develop a faculty online teaching training program that will serve as a training platform for faculty who teach online.
III.	Develop a Peer Online Course Review (POCR) Sub Committee of DETC to help prepare faculty for teaching online.
IV.	

What accomplishments did the committee make toward each goal? Was the goal reached?

I.	We have a working group that is redesigning the avonline site. That was halted because of the COVID-19 stay at home order. We need to be on campus to be able to sign-in and work on this project. This will pick back-up once we can come back to campus
II.	Our faculty online training program is set to be finished on May 18 th . At that time it is going out to a test group of faculty for feedback. We will recommend the training program to Senate in early fall 2020.
III.	We have a group of DETC members that are making up our initial POCR Group. We are working with the CVC-OEI to become a Certified Local POCR group. That has slowed from the COVID-19 as well. The CVC-OEI has been working to support all of the community colleges in transition to Distance Education during this time.
IV.	

What obstacles (if any) did the committee encounter in trying to accomplish each goal?

I.	The COVID-19 stay at home ban slowed this goal. We believe once we can come back to campus this goal will finish fairly quickly. We should be able to bring a completed goal to Senate in early fall.
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II.	We have been progressing with our faculty training with weekly zoom meetings. This will be done on May 18 th and the training will go out to a test group of faculty for feedback. We will recommend this to Senate in the early fall 2020.
III.	COVID-19 stay at home ban slowed this goal. Both the CVC-OEI and our group worked to assist with the transition to distance education for the campus. CVC-OEI worked with all of the campuses during this time of transition. We will be right back on track and should be able to apply for POQR certification in the fall semester.
IV.	
General Observations or Comments	
We had a good year when taking into account the stay at home ban for COVID-19. We now have division representation for the DETC Committee. We feel this will improve communication back to the division faculty. The three goals we have, when completed strengthen our distance education programs. They will also provide a great resource for those teaching distance education and provide a platform for those that would like to explore distance education teaching.	
Recommendations for change in membership or function	
None at this time.	



**College Coordinating Council
Committee Information Sheet
Distance Education and Technology Committee
2020 – 2021**

	Appointed By	Individual	Term	Expiration Date
Co-Chair	Academic Senate – Faculty	Perry Jehlicka	2 of 3	June 30, 2021
Co-Chair	V.P. of Academic Affairs or Designee	Greg Bormann	Standing Member	Standing Member
Admin. Member	Administrative Council – Dean		1 of 2	June 30, 2020
ITS Management	ITS Management	Dean LoNigro	1 of 2	June 30, 2020
Instructional Designer	Instructional Designer	Rich Caton	Standing Member	Standing Member
AP&P Representative	Academic Senate (AP&P)	Dr. Scott Lee	1 of 2	June 30, 2022
Counseling Faculty Rep.	Academic Senate	May Sancola	1 of 2	June 20, 2022
Faculty Member	Academic Senate	Jim Bowen	1 of 2	June 30, 2022
AVFCT Member	Faculty Union	John Toth	1 of 2	June 30, 2022
Classified Union	Classified Union	Sheri Langaman	1 of 2	June 30, 2021
Faculty Member	Area Appointed - Library	Dr. Scott Lee	1 of 2	June 30, 2022
Faculty Member	Division Appointed– RL	Ken Lee	1 of 2	June 30, 2021
Faculty Member	Division Appointed– AH	Dr. Ariel Tumbaga	1 of 2	June 30, 2021
Faculty Member	Division Appointed– HSS	Mary Jacobs	1 of 2	June 30, 2021
Faculty Member	Division Appointed– MSE	Kenan Shahla	1 of 2	June 30, 2021
Faculty Member	Division Appointed– SBS	Kimberly Barker	1 of 2	June 30, 2021
Faculty Member	Senate Appointed- At Large	Dr. Rona Brynin	1 of 2	June 30, 2021
Faculty Member	Senate Appointed- At Large	Dr. Ed Beyer	1 of 2	June 30, 2021
ITS Mngmt. Member	ITS Management Representative	Dean LoNigro	1 of 2	June 30, 2020
ITS - Alternative Media Spec.	Alternative Media Specialist	Ken Sawicki	Standing Member	Standing Member
IMC Representative	IMC	Shirlene Thatch	1 of 2	June 30, 2020
ITS Technical Trainer	ITS Technical Trainer	Greg Krynen	Ex-Officio	Standing Member
Learning Management	ITS	Mike Wilmes	Ex-Officio	Standing Member

Systems Administrator				
ASO Member	ASO Representative	VACANT	1 of 1	June 30, 2019

Type of Committee/Authority:

Academic Senate Standing Committee.

Purpose:

The Distance Education and Technology Committee’s mission is two-fold: first, to assist in the planning and implementation of Technology Mediated Instruction (TMI) used by instructors and staff in the preparation and delivery of educational materials; and second, to provide guidance and recommendations in the pedagogical development and technology in both traditional and distance education.

Committee submits recommendations to:

Academic Senate

Composition:

- Vice-President of Academic Affairs – Co-chair or Designee
- Faculty Co-chair
- Six faculty representatives (must contain 1 - AP&P Rep. and 1 Counseling Rep.)
- Division Dean
- ITS Management Representative
- ITS Alternative Media Specialist
- Classified Union Representative
- Faculty Union Representative
- Blackboard Administrator
- ITS Technical Trainer
- IMC Representative
- Instructional Designer – Standing Member
- ASO Representative

Terms:

Administrative Co-Chair/Designee is a standing member. The Faculty Co-Chair position is three-year term (6 LHEs reassigned time). Administrative/Faculty and Classified members are two-year terms. The ASO representative is a one-year term

Quorum:

A simple majority of the committee’s voting membership.

Meetings:

Meetings are held bi-monthly on the 2nd and 4th Tuesday of the fall/spring semester, 3:00 p.m. - 4:00 pm..

Minutes/Records:

Minutes are posted to the public Senate website and are housed in the Academic Senate Office.

AVC Environmental Group

Chairs/Co-Chairs: Santi Tafarella, Bill Vaughn, Brian Palagallo

Year-End Committee Report

Academic Year: 2019-2020

MISSION STATEMENT: The AVC Environmental Group “thinks globally and acts locally,” modeling, per the college’s third Institutional Learning Objective (ILO), 21st century global citizenship via environmental and systems awareness and action. The advisory group is a big picture group, seeking creative ways to advertise and support already existing environmental and sustainability projects on campus, and to initiate new ones. Systems thinking—critical reflection on the history and function of dynamic cycles, patterns, and structures—appears in every textbook on campus, whether the subject is anatomy, architecture, poetics, complexity theory, economics, or geology. Seeking interdisciplinary insight, the group thus works to creatively support the already existing, campus-wide practice of thinking critically about our Earth system as a multiplicity of interacting subsystems, and acting on that critical reflection. We also support the college in its function as a feeder school to California universities emphasizing ecological sustainability, preparing students for transfer. Our mission is therefore intellectual, collegial, educational, and practical.

List Committee Goals for the Academic Year (as reported on the Annual Committee Goal sheet)

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| I. | Goal 1: Review and evaluate the sustainability projects already underway on campus. |
| II. | Goal 2: Acquire familiarity with relevant constituencies and stakeholders that we might partner and network with. |
| III. | Goal 3: Recruit new members and discuss in the group issues surrounding systems thinking and campus sustainability projects generally. |
| IV. | Goal 4: Explore and strategize, in regular meetings, what the group might do that is not already being done on campus, sustainability and systems thinking-wise, with an emphasis on group learning through experiment. |

What accomplishments did the committee make toward each goal? Was the goal reached?

- | | |
|------|--|
| I. | Goal 1: The group has mapped the general territory surrounding sustainability on campus. We have discovered what has been happening over the past year to date. Obstacles to detailed information abound. (See Obstacles below.) |
| II. | Goal 2: The group has been in dialogue with relevant constituencies and stakeholders both on and off campus. Santi Tafarella, one of the co-chairs, has met or spoken with most relevant constituencies on campus—including facilities administrators and deans--as well as some off-campus constituencies, such as the local representatives for the Climate Action Network. |
| III. | Goal 3: The group has been engaged in a learning curve, sharing with one another educational resources on global citizenship (as per the third ILO), systems thinking, and sustainability, discussing these issues, both theoretically and pragmatically (such as how we might overcome obstacles to campus action and how we might deploy systems issues as teachable moments, etc.). We have become a recognizable campus constituency of one hundred and fifty people (including administrators, teachers, students, and off-campus community members), and any person can learn about us via a web page on the AVC website. |
| IV. | Goal 4: The group has initiated a number of unique actions over the 2019-2020 school year: (1) The group has conducted five FLEX events over the past year—one more than the previous year—and will have a mini-conference on April 24, 2020: “AVC’s Second Annual Environmental Summit 2020” that |

	<p>will include outside speakers, including the mayor of Palmdale and Chair of UCLA’s English Dept.; (2) the group has submitted for approval four FLEX events for the 2020-2021 school year, including “AVC’s Second Annual Environmental Summit” (April 2020); (3) the group continues to partner with a new local chapter of the Climate Action Network.</p>
<p>What obstacles (if any) did the committee encounter in trying to accomplish each goal?</p>	
<p>I.</p>	<p>Goal 1 Obstacles: Being wholly informed on the present state of global citizenship and sustainability projects on campus has proved difficult. Obstacles include the following: (1) The group has been unable to obtain information on how much the college spends on energy each month and whether the college could join the Lancaster Energy consortium, getting 100% of the college’s electricity from renewable sources (wind, sun, etc.). (2) The group has not yet had access to the architect executing the master plan. (3) There are numerous relevant informational and data points that the group would like access to. Ideally, we would like to see data regularly gathered and made public on the college’s progress on global citizenship (the third Institutional Learning Objective) and sustainability goals. It’s hard to know what targets there are, exactly, and how they’re being measurably moved toward. Do we have any targets for increasing recycling and reducing our waste stream, year-to-year, for instance? We don’t know. (4) We would like to get beyond the question, “What sustainability projects are on campus?”—because such a question can amount to greenwashing. Instead, we would like to ask, “What are the campus’s goals surrounding global citizenship and sustainability—and how might we reach them?” Ideally, projects would not be dotted, seemingly randomly across campus, dependent on the whim of this of that administrator or instructor to initiate something, but part of a coordinated, financially backed effort at teaching and practicing global citizenship and sustainability as a server school to campuses that emphasize global citizenship and sustainability. We believe this sort of sustained focus on the third ILO and sustainability would warrant the group becoming a committee.</p>
<p>II.</p>	<p>Goal 2: Obstacles to partnering and networking with others. The president, vice-president, and the head of facilities have made themselves accessible and have expressed no objections to the group, and Dr. Jill Zimmerman, Dr. Les Uhazy, and Senate leaders (Van Rider, Dr. Susan Lowry, etc.) have been especially helpful. It’s unclear to the group, however, to what degree the president and director of facilities will actively partner with us. For instance, we would like the college to explore the possibility for the main campus to shift to 100% renewable energy and increase recycling efforts on campus. Global citizenship (the college’s third ILO) and ambitious sustainability targets are common goals on college and university campuses across the United States, and we are a server school to California campuses that encourage a global citizenship ethos and have ambitious sustainability targets, but it’s not clear that we are a similarly motivated campus. Part of preparation for university transfer is to give our students experiences that will prepare them for the academic cultures they’ll be entering. The AVC Environmental Group would like to be a catalyst for such experiences and become a recognized committee with funding and measurable tasks.</p>
<p>III.</p>	<p>Goal 3: Obstacles to recruitment and group education. No obstacles.</p>
<p>IV.</p>	<p>Goal 4: Obstacles to new projects. Obstacles here have to do with details. In soft focus, there are no obstacles, but for detailed focus, we need more proactive interaction with and support from top administrative leadership. We would like a sustained, regular, and ongoing conversation on the third ILO and sustainability with top administrators. We would also like a budget. Absent money, time, turning the group into a committee, and proactive administrative support beyond the Senate, we will not have the ability to scale up and advise the Senate on more than simple pilot projects and goals. We are proud of our ability to put on a conference, but with more institutional support, we could do much more.</p>
<p>General Observations or Comments</p>	

The AVC Environmental Group wrestles with numerous large issues, including scalability. But if global citizenship (the third ILO) and sustainability are indeed campus priorities, then actively supporting the one hundred and fifty member strong AVC Environmental Group is an opportunity for the college to demonstrate its priorities. Supporting the group and turning it into a committee can also be cited by the college as evidence of its progress on the third ILO in future accreditation reports. A nearby, fellow, comparable CSU and UC feeder school, College of the Canyons, has a Sustainability Committee and Sustainability Center. The AVC Senate leadership and numerous administrators have already shown active support and vision comparable to that displayed at College of the Canyons, and the AVC Environmental Group is grateful to them, and we hope that active support and vision will become even more widespread in the future. We hope for bold and visionary leadership from AVC faculty and administrators on advancing progress on the third ILO. We would also like to see vision regarding the establishment of an Office of Sustainability on campus. Santi Tafarella attended two environmental conferences this year, and has organized our local environmental summit for the 24th of April, but coronavirus endangers such activity over the next year. We will almost certainly have to cancel or postpone this year's summit—and perhaps next year's.

Recommendations for change in membership or function

We would like a Sustainability Center and Office of Sustainability, as so many other colleges have—including community colleges.

Committee Name: Faculty Professional Development Committee		Chairs/Co-Chairs: Rosa B. Fuller + Duane Rumsey
<h2>Year-End Committee Report</h2> <p><i>Academic Year: 2019-2020</i></p>		
<p>Mission: To improve student learning through enhancement of quality of instruction at Antelope Valley College by providing professional development and resources for faculty in teaching methods, learning styles, curriculum development, student retention, educational technology, and other related areas.</p>		
<p>List Committee Goals for the Academic Year (as reported on the Annual Committee Goal sheet)</p>		
I.	Inservice training for new faculty on FPD program. Request, review and approve proposals for 2020-2021 Faculty led professional development program.	
II.	Review and update FPD website and contract system for easier end user experience.	
III.	Plan and Execute Spring Opening Day program. Review sabbatical proposals and recommend candidates. Plan 2 nd Annual Professional Milestones day in Spring 2020.	
IV.	Support and promote Faculty Learning Communities. It consists of Instructional Exchange Program, Mentorships, Inquiry groups and Instructional Exchange groups.	
<p>What accomplishments did the committee make toward each goal? Was the goal reached?</p>		
I.	<p>New full-time and adjunct faculty received training on the FPD program this year.</p> <p>A total of 94 proposals were approved for the 2020-2021 academic year. In additional resources from the Chancellor's (CCCC) Office, Vision Resource Center and Online Educational Initiative (OEI) were incorporated into the overall program. The committee enhanced marketing and outreach to faculty to solicit proposals from divisions not generally visible.</p>	
II.	<ul style="list-style-type: none"> The FPD website was updated for greater ease in finding information. A link for Online Resources was added to the main page. FPD Contract system are more cumbersome. A formal request was made, input provided to the IT person assigned to the FPD committee and assurances of future revisions was made. Contract system updates is still in progress as of March 2020. Informal discussions held with the Chancellor's office about using their platform available through the Vision Resource Center. It's a multi service platform that allows users to access workshops from a central calendar offered by different CCCC entities. It can also track faculty attendance and more. There is interest in exploring the resources offered by this platform more indepthly. Strongly recommend everyone become familiar with the Vision Resource Center. <p>https://visionresourcecenter.ccco.edu/ Log-in and see LEARN tab.</p>	
III.	Planned and carried out a successful Spring Opening Day program. Reviewed sabbatical proposals and recommended a candidates. Due to Corona Virus, Professional Milestones was suspended temporarily.	
IV.	The language and standards associated with the Faculty Learning Communities was tweaked this year. In the future faculty can claim Standard 1 for these activities. Faculty participated in the Learning Communities, but not in the other three.	
<p>What obstacles (if any) did the committee encounter in trying to accomplish each goal?</p>		
I.	<p>Interruption of FPDC meetings, due to COVID, made the process a bit more cumbersome. A zoom meeting was held to discuss program. The goal was accomplished and 96 workshops were approved for Standard 1 and 2 criteria. In addition, online learning resources from the Chancellor's office were approved for Standard 1. Perhaps FPDC committee should have representatives from each discipline to ensure information gets out to everyone and enhances proposal submissions.</p>	

II.	Although IT offered support, they have so many demands on campus, little progress was made on updating FPDC contract system. The technical trainer on committee was instrumental in updating the FPDC website. Ideally FPDC could receive Coordinator support for web updates. There is currently almost no support in most FPDC matters.
III.	The Faculty led portion of Spring Opening Day program received good reviews. There were mixed survey results about the morning portion of the day, planned by Administration. Corona Virus highlighted the issue and need for more online programming. Concerns about what may happen next year. Professional Milestones was suspended temporarily.
IV.	More publicity/marketing is needed around the Faculty Learning Communities. Faculty have asked for mentorships and training, but are unaware of these recently developed, currently existing programs. More marketing, materials and awareness is needed for faculty to embrace them. Perhaps having representation from each discipline would facilitate the dissemination of information. One concern is the increase amount of time they require to orient and monitor faculty in these programs
General Observations or Comments	
COVID has raised awareness about requirements for faculty to participate in campus led workshops for Standard 1 activities. Conversations have started about the need for each of the standards and online offerings.	
Recommendations for change in membership or function	
Recommend that approval of FPDC membership take into account discipline and seek to incorporate representation from all committees. Need continued IT support to improve the FPDC contract system which is antiquated and to incorporate the calendar with the reporting function.	



**College Coordinating Council
Committee Information Sheet
Faculty Professional Development Committee 2020 – 2021**

	Appointed By	Individual	Proxy	Term	Expiration Date
Chair	Academic Senate	Rosa Fuller		2 of 3	June 30, 2022
Admin. Member	Administrative Council	Duane Rumsey	Standing Member	Standing Member	Standing Member
Admin. Member	Administrative Council	Dr. Irit Gat		3 of 3	June 30, 2021
Admin. Member	Administrative Council			2 of 3	June 30, 2022
Faculty Member	Academic Senate	Mark Hoffer		3 of 3	June 30, 2021
Faculty Member	Academic Senate	Dr. Rona Brynin		3 of 3	June 30, 2021
Faculty Member	Academic Senate	De'Nean Coleman Carew		3 of 3	June 30, 2021
Faculty Member	Academic Senate	Dr. Zia Nisani		2 of 3	June 30, 2022
Faculty Member	Academic Senate	John Wanko		2 of 3	June 30, 2022
Faculty Member	Academic Senate	Tiesha Klundt		2 of 3	June 30, 2021
Faculty Member	Academic Senate	Dr. Barbara Fredette		1 of 3	Spring 2023
Faculty Member	Academic Senate	Walter Briggs III		2 of 3	June 30, 2022
Faculty Member	Academic Senate	Jane Bowers		1 of 3	Spring 2023
Faculty Member	Academic Senate	Kimberly Sennett		1 of 3	Spring 2023
Tenure Evaluation Coordinator	Standing Position	Dr. Liette Bohler		Standing Member	Standing Member
Faculty Union Rep.	Faculty Union	Nate Dillon		2 of 3	June 30, 2022
Confidential Mngmnt	Confidential Management Union	Michelle Hernandez		3 of 3	June 30, 2020
Classified Member	Classified Representative	Gwenn Preston		2 of 3	June 30, 2022
Adjunct Faculty Member	Adjunct Faculty Representative	Gabrielle Poorman		1 of 1	Spring 2022
Technical Liaison	Technical Liaison	Greg Krynen		2 of 3	June 30, 2022
ASO Member	ASO – Representative			1 of 1	June 30, 2019

Type of Committee/Authority:

Academic Senate Standing Committee.

Purpose:

By adopting the Flexible Calendar Option, Antelope Valley College provides full-time and adjunct faculty members (both teaching and non-teaching) with time and opportunities for participating in a professional growth program. Through a carefully designed program, it hopes to address the needs of the institution as it continues to change and grow, explore current and innovative curriculum issues and classroom strategies, and offer faculty from different disciplines a chance to discuss and exchange ideas. The flex program offers a growth by allowing faculty to be exposed to a variety of programs and workshops.

Additionally, in order for any Flex program to receive approval from the Chancellor's office, the Flex Advisory Committee must agree to the following conditions:

1. To survey the faculty annually and determine the most critical faculty, student, and instructional needs.
2. To develop a series of presentations to address those needs.
3. To maintain records on the following:
 - a. The type and number of presentations scheduled;
 - b. Faculty contracts indicating a planned programs;
 - c. An account of the number of faculty, staff, and/or students participating in the program.
4. To evaluate annually, the effectiveness of the Flex program and update the presentations to reflect needed changes.

To hold regular advisory committee meetings to carry out the above tasks and make recommendations regarding guidelines and procedures.

Committee submits recommendations to:

Academic Senate

Composition:

(3) Administrators
Faculty Chair
(6 to 10) Faculty representative (from various disciplines/service areas)
Tenure Evaluation Coordinator
Faculty Union Representative
Adjunct Faculty Representative
Confidential Management representative
Technical Liaison
Classified member
ASO representatives

Terms:

Three-year terms for all committee members, except ASO Representative and Adjunct Faculty Representative.

Quorum:

A simple majority of the committee's voting membership.

Meetings:

Meetings are held on the 2nd and 4th Wednesday of each month during the fall/spring semesters from 2:15 p.m. to 3:45 p.m.

Minutes/Records:

Minutes are posted to the public Senate website and are housed in the Academic Senate Office.

CCC Form 4/6/07

Committee Name: Honors Transfer Alliance Program (TAP)		Chairs/Co-Chairs: Tamira Palmetto Despain & Vejea Jennings
<h2>Year-End Committee Report</h2> <p><i>Academic Year: 2019-2020</i></p>		
<p>Mission: Pending Approval: <i>The committee will be meeting on 5/18 – will review and vote on Mission statement at that time.</i></p>		
<p>List Committee Goals for the Academic Year (as reported on the Annul Committee Goal sheet)</p>		
I.	Maintenance of overall membership in the Honors Program (400-500 students).	
II.	<p>Decrease equity gaps that are currently present in our program.</p> <p>Most Honors to Honors transfer agreements that are negotiated through the Honors Transfer Council of California (AVC is part of this council), require 15 units of Honors course work. AVC currently requires a minimum of 18 units of honors course work in order for students to benefit from the transfer agreements with UCLA/ UCI, and for the designation of Honors Scholars on their AVC transcript. Further, as the Honors Transfer Alliance Program is a transfer program first – GPA standards do not need to be set at Cum Laude GPA requirements. Many CCCs have Honors Programs with GPA requirements of 3.0. AVC's requirement of a 3.25 or higher GPA, reduced the number of AVC students who can benefit from the Honors TAP agreements.</p>	
III.	Increase Honors Option faculty.	
IV.	Revise Honors Course offerings to better meet students' needs, especially with respect to completing IGETC requirements.	
<p>What accomplishments did the committee make toward each goal? Was the goal reached?</p>		
I.	<p>Students are recruited through Honors Committee faculty referral, and by running ARGOS reports that identify qualified recruits. All recruits are contacted via email and invited to contact Co-Coordinator Palmetto Despain for more program information.</p> <p>Honors Recruitment/Orientation meetings are held weekly.</p> <p>Currently there are 483 students in the Honors Program.</p>	
II.	<p>The Honors Committee recently voted to change Honors TAP requirements to: 3.0 GPA and 5 Honors classes (15 units). 3 of the 5 Honors classes must be in the schedule as actual Honors courses.</p>	
III.	<p>New Honors Options faculty proposals have been regularly reviewed and approved by the Honors committee. Especially in the Social Sciences division. This has increased the faculty pool for students who are seeking Honors Options.</p>	
IV.	<p>Honors Co-Coordinators regularly review potential Honors course offerings, and discuss how the courses will fulfill students' needs with respect to IGETC GE. Co-Coordinator Jennings has worked to reduce time/day conflicts between Honors course offerings.</p> <p>We have prevented courses being cancelled for low enrollment by offering Honors faculty the opportunity to teach stacked classes. This has been an effective solution for both students and faculty.</p> <p>New program requirements should increase enrollment in traditional Honors courses being offered in the class schedule.</p>	
<p>What obstacles (if any) did the committee encounter in trying to accomplish each goal?</p>		

I.	<p>The current pandemic has shut down normal Honors student orientation meetings. All meetings have been switched to Zoom and attendance has been above average.</p> <p>Many students have dropped out of honors courses and options as a result of all classes being unexpectedly moved to online this spring term. Students can take Honors courses and options this summer to maintain Honors to Honors transfer agreements.</p>
II.	<p>Many Honors Committee members were in favor of reducing the overall number of units required to 15. However, there was much discussion regarding the number of actual Honors courses required. In the end the committee vote unanimously for 3 of the 5 required classes to be actual Honors courses. The biggest area of contention was around the GPA requirement. Many committee members were concerned about a possible reduction in the quality of our Honors students. However, other CCCs have Honors students benefiting from a 3.0 GPA requirement, while AVC students do not. This represented a clear equity issue and the GPA change was approved.</p>
III.	<p>Most of the new Honors Option faculty have come from the Social Sciences Division. Vejea Jennings will continue to work on recruiting faculty from the Language Arts division, especially Spanish.</p>
IV.	<p>There has been some difficulty in filling basic STEM courses like BIOL 101/ CHEM 110/ and Math 150. These courses will be removed from the Honors course schedule for the foreseeable future as more general science courses appear more popular with students (ANTH 101/ BIOL 104/ etc.).</p>
<p>General Observations or Comments</p>	
<p>Overall the Honors Program remains a vital transfer program for AVC students. The goal is to increase overall student enrollment in the Honors Program, as program requirements will now all more students to benefit. The Honors Committee remains committed to the mission of providing student with a unique educational opportunity, and to facilitating transfer for more AVC students.</p>	
<p>Recommendations for change in membership or function</p>	
<p>NA</p>	



**College Coordinating Council
Committee Information Sheet
Honors Committee 2020 – 2021**

	Appointed By Division	Individual	Term	Expiration Date
Co-Chair	Academic Senate – Faculty	Vejea Jennings	3 of 3	June 30, 2021
Co-Chair	Academic Senate – Faculty	Tamira Palmetto Despain	3 of 3	June 30, 2021
Admin. Member	V.P. of Academic Affairs – or Designee	Dr. Irit Gat	Standing Member	Standing Member
Faculty Member	Division Representative - RL	Dr. Rachel Jennings-Tafarella	2 of 2	June 30, 2021
Faculty Member	Area Representative - Library	Linda Parker	2 of 2	June 30, 2021
Faculty Member	Division Representative – MSE	Dr. Mark McGovern	2 of 2	June 30, 2020
Faculty Member	Division Representative – HSS	Elinda Parkinson	1 of 2	June 30, 2021
Faculty Member	Division Representative – AH	Rae Agahari	2 of 2	June 30, 2020
Faculty Member	Division Representative – MSE	Pavinee Villapando	2 of 2	June 30, 2020
Faculty Member	Division Representative - MSE	Dang Huynh	2 of 2	June 30, 2020
Faculty Member	Division Representative - CTE	David L. Adams	1 of 2	June 30, 2021
Faculty Member	Division Representative - SBS	Dr. Matthew Jaffe	1 of 2	June 30, 2020
Faculty Member	Division Representative- At Large	Dr. Darcy Wiewall	1 or 2	June 30, 2021
Faculty Member	Division Representative- At Large	Cynthia Wishka	1 or 2	June 30, 2021
Counseling Faculty	TAP Honors Counselor – Student Services	Susan Knapp	Standing Member	Standing Member
Past Chair	Honors Committee	John Vento	Standing Member	Standing Member
TAP Student Representative	Transfer Alliance Program Appointment		1 of 1	June 30, 2021
Alph Iota/ ASO Rep.	Alpha Iota Appointment	<i>Jahlen Pinelo</i>	1 of 1	June 30, 2021

Type of Committee/Authority:

Academic Senate Standing Committee.

Purpose:

The honors program offers students challenging courses in a range of areas directly from the IGETC (CSU/UC). The benefits include reduced class size (15-20 maximum students), seminar style environment with increased interaction with peers and instructor(s), emphasis on theoretical approaches and practical applications, and opportunities for transfer to TAP colleges and universities.



The student completing the honors program will:

- successfully complete six or more honors courses
- demonstrate good to outstanding performance overall in all transferable coursework
- engage in appropriate intellectual discussion in and, when appropriate, outside the classroom
- understand and demonstrate proper academic conventions
- model appropriate academic behavior
- mentor other students if given the opportunity
- utilize skills learned in the classroom in other areas, on and off campus

Committee submits recommendations to:

Academic Senate

Composition:

Faculty Chair

Past Chair (to be filled by a previous Honors Coordinator)

Division Dean (traditionally the Arts and Letters Division Dean)

Honors Counselor and/or representative from the Transfer Center

Representative from each of the academic divisions (one), with remaining representatives At Large (with no fewer than five faculty representatives and no more than twelve).

Student representative: Transfer Alliance Program

Student representative: Alpha Iota and/or ASO Math/Science senator

Terms:

Honors Chair serves a 3-year term; 2-year terms for all committee members.

Quorum:

A simple majority of the committee's voting membership.

Meetings:

Meetings are held on the 4th Monday of each month during the fall/spring semesters from 2:30 p.m. to 3:30 p.m.

Minutes/Records:

Minutes are posted to the public Senate website and are housed in the Academic Senate Office.

Prepared by: Tamira Palmetto Despain

Date: May 29, 2019

Committee Name: Outcomes		Chairs/Co-Chairs: Dr. Glenn Haller/Dr. Meeta Goel
<h2>Year-End Committee Report</h2> <p><i>Academic Year: 2019-2020</i></p>		
<p>Mission: <i>The Outcomes Committee provide specific observable characteristics developed by faculty and staff that allow them to determine or demonstrate evidence that learning has occurred as a result of a specific course, program, activity, or process. The Antelope Valley College Board of Trustees relies primarily on the Academic Senate for advice on educational program development, standards/policies regarding student preparation and success, degree and certificate requirements, and curriculum including prerequisites; thus the Committee for Student Learning Outcomes is an Academic Senate responsibility.</i></p>		
<p>List Committee Goals for the Academic Year (as reported on the Annul Committee Goal sheet)</p>		
I.	Train faculty to use eLumen.	
II.	Training for the members of this committee for eLumen to support the faculty.	
III.	To clarify the role of this committee	
IV.	Determine how student learning outcomes fit in with program review and the bigger picture	
<p>What accomplishments did the committee make toward each goal? Was the goal reached?</p>		
I.	The committee was finally given the right to maintain their mission and train the faculty regarding using eLumen for Outcomes input. The training took place and is ongoing.	
II.	The committee was finally given the right to maintain their mission and train the faculty regarding using eLumen for Outcomes input and the committee has been properly trained.	
III.	There has been a lot of work on this, and the committee finally came up with a reorganization proposal which would have been presented in March to the Academic Senate. The proposal now is tabled until August.	
IV.	As part of the reorganization proposal, the mission of action plans will be transferred to Program Review. This has already been approved by the Program Review committee.	
<p>What obstacles (if any) did the committee encounter in trying to accomplish each goal?</p>		
I.	Since the ability to train as per the committees mission has been granted, we believe it is inappropriate to rehash the obstacles here.	
II.	Since the ability to train as per the committees mission has been granted, we believe it is inappropriate to rehash the obstacles here.	
III.	Inability to move forward because of the closing of the school.	
IV.	Inability to move forward because of the closing of the school.	
<p>General Observations or Comments</p>		
<p>Recommendations for change in membership or function</p>		

The proposal for a significant change in membership and mission is currently waiting until the next full school year for proper vetting and approval.



**College Coordinating Council
Committee Information Sheet**

Outcomes Committee 2020-21

	Appointed By	Individual	Term	Expiration Date
Faculty Co-Chair	Academic Senate	Dr. Glenn Haller	3 of 3	Jun. 30, 2021
Admin. Co-Chair	Dean of Institutional Effectiveness, Research, and Planning	Dr. Meeta Goel	Standing Member	Standing Member
Admin. Member	Academic Dean	TBD	1 of 3	Jun. 30, 2023
Admin. Member	Student Services Dean	LaDonna Trimble	2 of 3	Jun. 30, 2022
Research Analyst	Research Analyst – by position	Svetlana Desplenza	Standing Member	Standing Member
Div Faculty Rep	Library	Linda Parker	1 of 3	Jun. 30, 2023
Div Faculty Rep	Arts and Humanities	Eugene Trow	2 of 3	Jun. 30, 2022
Div Faculty Rep	Arts and Humanities	Gary Heaton-Smith	1 of 3	Jun. 30, 2023
Div Faculty Rep	Career Technical Education	Stacey Adams	3 of 3	Jun. 30, 2021
Div Faculty Rep	Career Technical Education	Joe Owens	1 of 3	Jun. 30, 2023
Div Faculty Rep	Health and Safety Sciences	Dr. Wendy Stout	1 of 3	Jun. 30, 2023
Div Faculty Rep	Health and Safety Sciences	Candace Martin	3 of 3	Jun. 30, 2021
Div Faculty Rep	Math Sciences and Engineering	Jedi Lobos	2 of 3	Jun. 30, 2022
Div Faculty Rep	Math Sciences and Engineering	Dr. Cindy Hendrix	1 of 3	Jun. 30, 2023
Div Faculty Rep	Rhetoric & Literacy	Kristine Olivera	1 of 3	Jun. 30, 2023
Div Faculty Rep	Rhetoric & Literacy	Ronda Nogales	2 of 3	Jun. 30, 2022
Div Faculty Rep	Social & Behavioral Sciences	Dr. Fredy Aviles	2 of 3	Jun. 30, 2022
Div Faculty Rep	Social & Behavioral Sciences	TBD	1 of 3	Jun. 30, 2023
Div Faculty Rep	Counseling and Matriculation	Tiesha Klundt	1 of 3	Jun. 30, 2023
Adjunct Faculty	Academic Senate	Kaitlin Bessinger	2 of 3	Jun. 30, 2022
Confidential Management	Confidential Management (OOs)	Kenya Johnson	2 of 3	Jun. 30, 2022
Classified Employee	Classified Union	Vacant	1 of 3	Jun. 30, 2022
ASO Rep	ASO – Non Voting Ad Hoc	Vacant	1 of 1	Jun. 30, 2021

Type of Committee/Authority:

Academic Senate Standing Committee.

Purpose:

Student Learning Outcomes (SLOs) are specific observable characteristics developed by faculty and staff that allow them to determine or demonstrate evidence that learning has occurred as a result of specific course, program, activity, or process. The SLO Committee will determine a campus-wide process for the uniform implementation and assessment of Student Learning Outcomes at the course, program, and department level. A Faculty Co-chair and the Dean of Institutional Effectiveness, Research, and Planning are responsible for chairing the committee and overseeing that the functions of the SLO Committee are met.

Function:

- Provide support and training
- Recommend and provide samples of effective assessment tools
- Provide connections to current campus practices

- Provide support and data in program review
- Provide support and data to the accreditation reports
- Ensure that Student Learning Outcomes (SLOs) are connected to Institutional Learning Outcomes (ILOs)
- Act as resource group and maintain liaisons to AP&P

Committee submits recommendations to:

(To whom does the committee submit recommendations?)

Academic Senate

Composition:

Faculty Co-Chair

Dean of Institutional Effectiveness, Research and Planning, Administrative Co-Chair

(1) Academic Dean

(1) Student Services Dean

(1) Research Analyst, by position

(13) faculty representatives (3 from Division#1;2 from Divisions #2-#5; 1 from Counseling; 1 from Library)

(1) Academic Affairs Representative - At Large

(1) Student Services Representative - At Large

(1) Adjunct Faculty Representative

(1) Classified Representative

(1) Confidential Management Representative

(1) ASO Representative (Ad hoc)

Terms:

Staggered 3 year terms for all committee members.

Quorum:

A simple majority of the committee's voting membership.

Meetings:

Meetings are held on the 2nd and 4th Monday of each month during the fall/spring semesters from 3:00 p.m .to 4:30 p.m.

Minutes/Records:

Minutes are posted to the public Senate website and are housed in the Academic Senate Office.

Program Review Committee

Chairs/Co-Chairs:
Stacey Adams / Dr. Meeta Goel

Year-End Committee Report

Academic Year: 2019-2020

Mission:

To provide structure, guidance and support to AVC employees as they evaluate their program(s)/area(s) and identify goals.

List Committee Goals for the Academic Year (as reported on the Annual Committee Goal sheet)

I.	Work toward better alignment of resource requests with Budget Committee.
II.	Consider the use of e-Lumen for the Program Review process.
III.	Work on moving beyond a culture of compliance toward a culture of utilizing Program Review in the strategic planning and budgeting process.
IV.	

What accomplishments did the committee make toward each goal? Was the goal reached?

I.	Progress is being made slowly in terms of strengthening the connection between Program Review goals / resource requests and the Budget Committee. We believe that this connection already exists but is not as transparent to all parties involved as we'd like. The budget committee added the following language to their instructions for budget requests: "Failure to identify the exact language and location in the program review may remove your request from consideration by the Budget Committees." This greatly strengthens the importance of connecting Program Review to budget requests. Furthermore, before COVID-19, the Program Review Committee had been discussing changing the due date of Program Review to Fall, to better align reports, data and resource requests, with the due dates of budget requests for consideration by the Budget Committee. Once the COVID-19 crisis happened, the Program Review Committee took action to move the due date from March 31 to November 15 each year, to not only remove the requirement for Program Review reports during the Spring 2020 semester, but also to permanently align our due date better with the planning and budgeting process. While notable progress is being made, the goal has not been fully met, and we will continue to consider how changes in the resource allocation process might strengthen this alignment. In the future, we'd like to create an actual physical (or electronic) connection, meaning that the resource requests from Program Review will literally connect into the Budget Request process. This concept may not be fully considered until Goal #2 is addressed.
II.	The implementation of eLumen has been slow and has yet to have any relation to Program Review. We are hopeful that after the software is fully implemented for Outcomes and Curriculum, we will be more able to determine if it is an appropriate fit for Program Review, as it may help strengthen the connection from Outcomes to Action Plans to Program Review Goals and Resource Requests. This goal has not been met and needs to be addressed in the future.
III.	Now that the report and data retrieval process is streamlined and simplified, faculty and staff can better focus on understanding their data, writing quality reports, and meaningful planning for their areas. We are starting to see better quality Program Review reports and hope that the result will be strengthened connections between Outcomes, Action Plans, Program Review and the planning process. During the 2019-2020 academic year, the Program Review Committee has been in discussion with the Outcomes Committee regarding shifting the responsibility of Action Plans from Outcomes to Program Review. We believe that this would help strengthen the use of Outcomes Data and Action Plans in thoughtful planning and meaningful Program Review Reports. While this change has not been finalized, we are hopeful that it will help shift these tasks from compliance to valuable strategic planning. This goal is in progress but has not yet been fully met. We will continue to address this goal in the future.

IV.	
What obstacles (if any) did the committee encounter in trying to accomplish each goal?	
I.	We need to continue conversations with the Strategic Planning Committee and the Budget Committee to discuss how Program Review resource requests are handled and reviewed. We need to make progress on Goal #2 (eLumen) before we can consider creating an actual physical (or electronic) connection, meaning that the resource requests from Program Review will literally connect into the Budget Request process.
II.	The eLumen implementation has been slower than expected. We continue to wait.
III.	Employees are being pulled in many different directions and there often doesn't seem to be enough time to devote to planning, Program Review reports and thoughtful resources requests. Also, there is a noticeable lack of Action Plans across campus, meaning faculty and staff are not reviewing Outcomes data and writing plans to address improving Outcomes results. There are a variety of reason for this, starting with lack of Outcomes data due to change from WEAVE (then a gap period) to eLumen. We're hopeful that with the eLumen implementation for Outcomes, the shift of due dates for Program Review reports and moving Action Plans to Program Review, we may overcome this obstacle. Strong and consistent support from Administration, including Deans, would help make the Program Review process more meaningful.
IV.	
General Observations or Comments	
The Program Review Committee continues to look for ways to help motivate employees to write meaningful Program Review reports correctly and on time. At this time, it does not seem that there is any consequence for not writing a Program Review report correctly and on time, or at all. We are hopeful that the new Program Review Training in Canvas will be a valuable resource for the campus community and that it will continue to be a tool to help get reports written correctly and on time.	
Recommendations for change in membership or function	
Committee membership was changed in Spring 2020. Several Academic Division Representative vacancies need to be filled by August in order for this committee to maximize its effectiveness.	



**College Coordinating Council
Committee Information Sheet**

2020– 2021 Program Review Committee

	Appointed by	Individual	Term	Expiration Date
Faculty Co-Chair (Program Review Coordinator)	Academic Senate	VACANT	1 of 3	6/30/2023
Administrative Co-Chair	Academic Senate	Dr. Meeta Goel	Standing Appt	
Research Analyst	By Position	Dr. Svetlana Deplazes	Standing Appt	
Outcomes Faculty Co-Chair	Academic Senate	Dr. Glenn Haller	Standing Appt	
Division Faculty Rep	Arts & Humanities	Gary Heaton-Smith	3 of 3	6/30/21
Division Faculty Rep	Career & Technical Education	Kathy Osburn	3 of 3	6/30/21
Division Faculty Rep	Counseling	Reina Burgos	1 of 3	6/30/23
Division Faculty Rep	Math, Science & Engineering	Vacant	1 of 3	6/30/22
Division Faculty Rep	Rhetoric & Literacy	Vacant	1 of 3	6/30/22
Division Faculty Rep	Health & Safety Sciences	Vacant	1 of 3	6/30/22
Division Faculty Rep	Social & Behavioral Science	Dr. Cynthia Lehman	1 of 3	6/30/22
Division Faculty Rep	Library	Van Rider	2 of 3	6/30/22
Faculty – At Large	Academic Senate	Richard Fleishman	3 of 3	6/30/20
Classified	Classified Union	VACANT	1 of 3	6/30/22
Academic Dean	VPAA	Dr. Les Uhazy	1 of 3	6/30/22
Dean/Director	VPSS	LaDonna Trimble	3 of 3	6/30/23
ASO Rep (non-voting ad hoc)	ASO	VACANT	1 of 3	6/30/22

Type of Committee/Authority:

Academic Senate Standing Committee

Purpose:

To review and refine the program review process to improve student learning, student achievement and institutional effectiveness. Committee responsibilities include:

- Provide training and guidance to members of self-study teams as they review their programs.
- Receive comprehensive and annual reports produced by programs and post them on the AVC website.
- Disseminate the program review procedures document.
- Determine and publish the schedule of programs and non-instructional areas in the four-year cycle.
- Establish and publish timelines for the program review process.
- Review annual reports and then post or return for revision.
- Oversee peer review of comprehensive reports.
- Revise procedures as needed and present those revisions to the Academic Senate and MAC for approval



Committee submits recommendations to:

Academic Senate

Representatives report to the leadership of their respective constituency

Program Review Committee

Product:

A program review process that is used throughout the district to drive improvements in student learning, student achievement and institutional effectiveness.

Composition:

- (1) Faculty Co-Chair (Program Review Coordinator)
- (1) Dean of Institutional Effectiveness, Research and Planning, Administrative Co-Chair
- (1) Research Analyst, by position
- (1) Outcomes Faculty Co-Chair
- (8) Division Faculty Representatives (one representative from each Academic Division)
- (1) Faculty at-large
- (1) Classified representative
- (1) Dean appointed by VPAA
- (1) Dean or Director appointed by VPSS
- (1) ASO Representative (non-voting, ad hoc)

(Each committee member should have a proxy.)

Terms:

Three year terms for all committee members.

Quorum:

A simple majority of committee members.

Meetings:

Meetings are held on the 1st and 3rd Monday of each month during the fall/spring semesters from 3pm – 4:30pm.

Minutes/Records:

Minutes: a committee member
Records: committee chair

Prepared by: Stacey Adams

Date: 12/2/19

CCC Form 4/6/07