



ANTELOPE VALLEY COLLEGE
PROGRAM REVIEW COMMITTEE MEETING
November 3, 2014 Agenda
3:00 p.m. – 4:30 p.m.
A140

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 October 6 minutes
5. Reports
 - a. WEAVE
 - b. SPBC and program review
6. Action Items
7. Discussion items
 - a. PR templates and data elements
 - b. 2014 reports - status
 - c. 2014 reports - evaluating
 - 2014 Comprehensive reports:
 - Enrollment Services
 - Executive Council
 - Financial Aid Office
 - Kinesiology and Athletics
 - Library
 - Math and Science
 - Palmdale Center
8. Other
9. Adjournment

2014 Schedule

Year 1: Comprehensive Report: Oct 2014

- Enrollment Services
- Executive Council ((Office of Super/President, Office of VPAA, Office of VPSS, Business Services, Facilities Services, Human Resources, ITS which includes IMC, Institutional Adv & Fdn, Institutional Effectiveness, Research and Planning, Marketing)
- Financial Aid Office
- Kinesiology and Athletics
- Library
- Math and Science
- Palmdale Center

Status Quo Option In years two and four of the review cycle, programs may determine that the program review conducted in the previous year accurately reflects program planning for the current academic year and it will guide program and district planning for another year.

Year 2: Annual Update or Status Quo Option (Last Comprehensive: Oct 2013)

- Business, Computer Studies
- EOPS (Extended Opportunity Programs and Services)
- Health Sciences programs
- Social and Behavioral Sciences programs (comp needed from Economic Dev't*)
- Student Development and Services*
- STAR (Student Transition and Retention)
- Technical Education programs (comprehensive needed from Engineering)

Year 3: Annual Update (Last Comprehensive: Oct 2012)

- Auxiliary Services
- CalWORKs
- Office for Students with Disabilities
- Veterans Affairs

Year 4: Annual Update or Status Quo Option (Last Comprehensive: Oct 2011)

- Counseling
- Job Placement
- Language Arts programs (which includes the Learning Center)
- Outreach / Information and Welcome Center
- Visual and Performing Arts programs* (which includes Dance)

***Incomplete or missing 2013 reports must be provided to exercise status quo option**

Comprehensive: Economic Development, Student Development and Services

Annual: Film & TV, Music – Commercial, Photography, Theatre Arts



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

Present: Stacey Adams, Dr. Fredy Aviles, Vickie Beaty, Bonnie Curry, Dr. Svetlana Deplazes, Dr. Meeta Goel, Melanie Parker, Ann Steinberg, Dr. Les Uhazy, Carol Eastin,

The minutes of October 6 were approved.

Reports

a. Weave

- Responses to the last two questions on the 2013 annual reports in WEAVE have disappeared. Meeta contacted WEAVE and will work with WEAVE to restore that material before moving copies of the 2013 reports to the program review website.
- Stacey noted that one question on the template was not included in the WEAVE version and said there were other discrepancies with the approved 2014 template.

b. SPBC and program review

- The president wants to announce faculty openings in the *Dec Chronicle* which means SPBC will need to make those decisions in Nov. The current program review report deadline of Oct 31 creates urgency for the Committee's prompt review of 2014 reports. Committee members will strive to review all reports before SPBC begins budget work in Jan/Feb. Report deadlines and/or SPBC planning dates need to be coordinated before the next planning cycle. SPBC will probably be split into two groups, one for planning and one for budgeting, by the end of the month.

Action Items – none

Discussion items

a. PR templates and data elements

- Several members of the committee expressed their concerns about the accuracy of the data on the Program Review website while others shared problems finding/calculating their data. Meeta said she and Svetlana will continue to seek ways to improve data reliability and use. She noted that much of AVC's data is entered by student workers and other people with limited training. We might be able to use filters to help automate data access next year. Some people noted that changing data parameters or using new data would prevent direct data comparisons but Ann noted that you will still be able to see trends. Meeta and Carol are asking writers to identify issues in their reports and use what data they can to keep the process moving along. Meeta

wants to use the simplest data needed. The committee will review data needs for 2015 reviews during the spring semester.

b. 2014 reports - status

- Carol shared which programs have submitted comprehensive and annual reports. She noted that approximately half of annual update report writers have selected the status quo option. Emails have been sent to the President, deans, directors and lead writers reminding them to finalize their 2014 reports.

c. 2014 reports – evaluating 2014 comprehensive reports

- The Library and Financial Aid Office reports have been submitted
- The comprehensive reports need to be reviewed by at least two members of the committee. Carol will read all reports. Other readers will include but are not limited to:

Enrollment Services	Meeta
Executive Council	Bonnie
Financial Aid Office	Ann
Kinesiology and Athletics	Stacey, Les
Library	Melanie
Math and Science	Stacey, Fredy
Palmdale Center	Vicki

Other - none

The meeting was adjourned at 4pm.