



ANTELOPE VALLEY COLLEGE
PROGRAM REVIEW COMMITTEE MEETING
May 7, 2012
3:00 p.m. – 4:30 p.m.
A141 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**
 - a. April 16, 2012
- 5. REPORTS**

None
- 6. ACTION ITEMS**
 - a. Templates for comprehensive and annual program review reports
 - b. Committee membership
- 7. DISCUSSION ITEMS**

None
- 9. OTHER**
 - a. Final Program Review meeting date for Spring 2012: May 21
- 10. ADJOURNMENT**

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.

Program Review		May 7, 2012 A141 Conference Room
Called to order:	3:00 pm	Regular Meeting
Chair:	Carol Eastin	
Attendees:	C. Eastin, A. Volker, T. Younglove, S. Adams, M. Parker, V. Beatty, T. Mettler, A. Steinberg	
Resource documents:	Draft Program Review Templates, Preview 'Program Review Website' http://www.avc.edu/administration/organizations/senate/programreview.html ,	
Minutes		
1. Approval of Minutes		
	A motion was made and seconded to approve the minutes of the April 16, 2012 Program Review Committee meeting. Discussion: Minutes of the April 16, 2012 meetings were approved unanimously.	
2. Opening Comments from the Public		
	None	
3. Program Review Templates (Annual Update and Comprehensive)		
	<p>Committee members discussed and refined the annual update draft question by question. The dialogue and adjustments continued Area by Area on the comprehensive self-study draft. At times both drafts were reviewed together as alignment in content and wording was sought. Members agreed, following discussion, that programs in academic areas will write the majority of their comprehensive report and all of the annual report from the discipline perspective.</p> <p>The recommended changes will be made by Ms. Eastin before emailing a revised draft to committee members. After the majority of the members approve the changes, the templates will be submitted to the Academic Senate for approval.</p>	
4. Committee Members		
	Changes are needed to the membership of this committee. In an effort to improve consistency and efficiency, all future annual and comprehensive peer reviews will be conducted by this committee. The size will be increased to around 12-15 people to accommodate the increased work-load of the committee. Structuring committee membership to better mirror the campus structure was discussed. We currently have 29 programs conducting ongoing program reviews (10 Academic Affairs, 11 Student Services, 8 Operational).	
5. Closing		
	Meeting concluded at 4:17p.m.	
Additional Information		
The final Program Review Committee meeting for the 2011-2012 Academic Year will be May 21.		