ANTELOPE VALLEY COLLEGE

Program Review Committee Meeting Minutes	**Monday, October 2, 2023** **via ZOOM 991 5688 4024** https://avc.zoom.us/j/99156884024 **Time – 3pm – 4:30pm**

Type of Meeting: *Regular*
Note Taker: Stacey Adams

Committee Members:
Stacey Adams, Faculty Co-Chair
Dr. Meeta Goel, Co-Chair
Dr. Gary Heaton-Smith, Outcomes Committee Chair, A&H Division Representative
Bridget Detlefsen, Research Analyst
Dr. Svetlana Deplazes, eLumen Data Steward
Cindy Vargas, Athletics & Kinesiology Division Representative
Reina Burgos, Counseling Division Representative
Samuel Padilla, CTE Division Representative
Dr. Cynthia Lehman, S&BS Division Representative
Joshua Strong, MSE Division Representative
VACANT, Language & Comm Arts Division Representative
Wendy Stout, HSS Division Representative
Lisa Presnell, Library Division Representative
Megan Owens, Faculty at Large Representative
LaDonna Trimble, Student Services
VACANT, Classified Representative
Dr. Kathy Bakhit, Academic Affairs
VACANT, ASO Representative

Present: Stacey, Cindy, Megan, Reina, Wendy, Cynthia, Meeta, Lisa, Joshua, Kathy, Bridget,
Absent: Gary, Svetlana, Samuel, LaDonna
Guests:

	Items	Person	Action
I.	Opening Comments from the Co-Chairs	*Meeta / Stacey*	**Issues Discussed:** Meeta shared about an upcoming event for Achieving the Dream. Stacey shared about the work being done around campus with CIPs and Program Review.
II.	Open Comments from the Public		**Issues Discussed:** none
III.	Action Item: Approval of Meeting Minutes -9/18/2023	*Stacey*	**Issues Discussed:** none **Action Taken:** minutes approved, 1 abstention **Follow Up Items:** Stacey to post to PR webpage

IV. Discussion: Supporting Course Improvement Plans	*Stacey*	**Issues Discussed:** Committee members shared about progress in their areas, workshops, one-on-one help, etc. **Follow Up Items:** • *Need to revise CIPs in eLumen for next year so faculty are actually asked to write PLANS.* • A few areas have reported issues in eLumen accessing data or the narrative section. Stacey will check on collaborator access. Meeta offered to help with other eLumen issues as she is now the eLumen Data Steward.
V. Discussion: Supporting Program Review in your areas	*Stacey*	**Issues Discussed:** Committee members shared about progress in their areas, workshops, one-on-one help, etc. **Follow Up Items:** Keep working with your departments / divisions to provide support and workshops through the Program Review due date.
VI. Discussion: Peer Review Process & Form	*Stacey*	**Issues Discussed:** Stacey shared last year's Peer Review form and discussed the Peer Review process. **Follow Up Items:** At our next meeting, we will be revising the Peer Review form. Please look it over and bring ideas to the 10/16 meeting.
VII. Discussion: Goal #5 Survey	*Stacey*	**Issues Discussed:** To support Goal #5, we want to implement a campus survey to get feedback. We need to consider: 1. The timing of the survey: end of Fall semester but leave open into Spring and send a few reminders 2. The content of the survey. Meeta offered that IERP could help write the survey if we could provide an idea of what we want to get out of the survey. **Follow Up Items:** What do we want to get out of the survey? *Draft Survey Question ideas:* • Do you find the Program Review process beneficial? • Do you understand the Program Review process? • Something about Communication from the committee??? (Goal #3) • Are the instructions for the Program Review report useful/adequate? • Is the training provided in Canvas useful to you? • Is the support provided by your PR Committee rep adequate / useful We'll revisit this in November.

VIII. Discussion: Goal #4 Supporting Operational / Non-academic areas by improving the Program Review template	*Stacey*	**Issues Discussed:** To support Goal #4, we need to get feedback, ideas and support for operational / non-academic areas. Stacey has asked a variety of people to take note of their feedback and ideas as they go through the Program Review writing process this fall. **Follow Up Items:** We need to form a sub-group or task force, mostly comprised of employees from operational / non-academic areas. Stacey will be contacting people to help with this task.

IX. Information Item: What's Ahead This Year		**FALL:**
		 ✓ Update and provide Program Review Training in Canvas
		 ✓ Review PR Handbook, update as necessary
		 ✓ Provide CIP instructions & training, due 9/30
		 • Division Reps will provide support in the Program Review process to their divisions.
		 • Receive Program Review reports, due 11/15
		 • Define the peer review process
		 SPRING:
		 • Peer review norming session, train committee members, form peer review teams, begin working on Peer Review reports.
		 • Complete Peer Reviews of Program Review reports, provide feedback to each program.
		 • Consider changes needed to Program Review process, forms, committee, etc.
		      o What revisions to the PR template should we consider?
		      o Consider "CIPs" in non-academic areas
		      o Should we have separate Academic & Operational templates?
		      o Should we move Program Review into eLumen?
		      o What changes are needed for the Peer Review process & form?

X. **NEXT MEETING DATES:**		**Future Meeting Dates:** (1st & 3rd Mondays 3pm – 4:30pm) Fall 2023: ~~8/21/23~~ ~~9/4/23~~ (Labor Day, no meeting) ~~9/18/23~~ ~~10/2/23~~ 10/16/23 11/6/23 11/20/23 Spring 2024: ~~1/15/24~~ (MLK Jr. Day, no meeting) 2/5/24

		~~2/19/24~~ (President's Day, no meeting) ~~3/4/24~~ (Spring Break, no meeting) 3/18/24 ~~4/1/24~~ (Caesar Chavez Day, no meeting) 4/15/24 *May need to consider additional Spring meetings on 1/29/24 and 4/29/24.*

Program Review Committee Goals for 2023-2024

1) Strengthen the connection between the Program Review and the Budget resource allocation and approval process.
2) Utilize the Program Review process to strengthen connections between success, retention and equity data trends, and actual actions taken for continuous improvement.
3) Improve communication about Program Review with the campus community.
4) Better support operational areas by improving the Program Review template to foster more meaningful reports.
5) Institute a Program Review process evaluation.