



**ANTELOPE VALLEY COLLEGE
PROGRAM REVIEW COMMITTEE MEETING**

**March 4, 2013
3:00 p.m. – 4:30 p.m.
A140 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**
November 19
- 5. REPORTS**
Aeron – Updating the Program Review page
Aeron – letter from ACCJC
- 6. ACTION ITEMS**
2012-13 feedback form
- 7. DISCUSSION ITEMS**
Comprehensive reports
- 8. OTHER**
- 9. 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.



ANTELOPE VALLEY COLLEGE
PROGRAM REVIEW COMMITTEE MEETING
March 4, 2013
Minutes

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Present: Stacey Adams, Dr. Fredy Aviles, Vickie Beatty, Melanie Parker, Ann Steinberg, Ty Mettler, Dr. Les Uhazy, Aeron Zentner, Carol Eastin

Meeting was called to order at 3pm.

Minutes of November 19 were approved.

REPORTS

- a. Aeron reported that 82 of 84 annual reports have been completed. Only Econ and Educ, both programs without full time faculty, are missing. He will make all annual update reports accessible from the Program Review website. Aeron will work with non-instructional programs over the summer to complete their 2013 reports before the fall semester begins. He will continue to post comprehensive reports as they are approved by the Program Review Committee.
- b. Aeron discussed the recent ACCJC letter and reminded the committee that the district will see a site visit in October 2013. He believes Program Review is in compliance with their wishes and that other areas on campus are doing well in gathering needed documentation.

ACTION ITEMS

- a. The 2012-13 peer review form was approved. It will be used to provide feedback to all programs submitting comprehensive reports in the 2012-13 academic year.

DISCUSSION ITEMS

- a. The committee reviewed the status of comprehensive reports which were all due October 31. The Office for Students with Disabilities and CalWORKs have not submitted reports yet. The report from the Office of the President resubmitted its report in mid-Feb. after acting on the committee's recommendation to clean up numerous typos. Veterans Affairs, Auxiliary Services (Café and Bookstore), Business Services and Inst Advancement & Foundation are under review by committee members.
- b. Carol informed the committee she notified deans who oversee divisions slated for 2013 comprehensive review and encouraged them to conduct student and stakeholder surveys now so the results would be available for review in summer/fall. The committee discussed how 2012 annual reports and outcomes work will be utilized in the 2013 comprehensive reports. Carol informed the deans that 2012-13 institutional data would be available around Aug 1. Aeron said he expects to have that data posted/available by July 1.
- c. Aeron and Carol have been making plans to work with non-instructional programs over the summer to have them complete their 2013 reports before the fall semester begins. Those with OOs that are not directly measurable will be encouraged to revise them.
- d. Revisions to the annual and comprehensive templates were discussed in Sept and Nov meetings but never formally approved. They will be brought to the March 18 meeting for action.

Meeting was adjourned at 4pm.