



**ANTELOPE VALLEY COLLEGE
PROGRAM REVIEW COMMITTEE MEETING**

**Agenda
September 16, 2013
3:00 p.m. – 4:30 p.m.
President's 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**
May 6
- 5. REPORTS**
FPD training
- 6. ACTION ITEMS**
- 7. DISCUSSION ITEMS**
Committee membership structure for 2013-2014
Revising the CCC form
- 8. OTHER**
- 9. ADJOURNMENT**

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ANTELOPE VALLEY COLLEGE
PROGRAM REVIEW COMMITTEE MEETING
September 16, 2013
MINUTES

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Present: Stacey Adams, Dr. Fredy Aviles, Vickie Beatty, Dr. Meeta Goel, Melanie Parker, Ann Steinberg, Dr. Les Uhazy, Carol Eastin

The meeting was called to order at 3pm.

Minutes of May 6 were approved.

REPORTS

- a. Meeta and Carol offered two workshops last Friday for people writing comprehensive reports but faculty doing annual reports also attended. The information provided by Meeta on institutional planning and by Carol on writing reports was well received. The blended workshops were no problem so upcoming sessions on 9/20, 10/4, and 10/11 will be advertised as being for those writing annual and comprehensive reports, rather than offering them separately as originally planned. Carol will reserve a large classroom for the two evening sessions to accommodate larger groups than we can accommodate in the computer lab.
- b. Meeta shared her observations of AVC's planning process and a copy of a report timeline she's compiling. The district is doing well with outcome and program review work but she has observed little evidence of action plans and program review driving our actions and resource decisions. The link between strategic goals and program review needs to be clear. Our strategic goals and scorecard must be aligned. She will review ACCJC requirements regarding program review and consult with other CCC researchers to see if annual reports are commonly done and if so, what they include. She would like to see the strategic plan used to revise the EMP before this academic year ends. ILOs need revision to enable better measurement.

DISCUSSION ITEMS

- a. The current committee structure and size was discussed. There was consensus that having a larger committee would enable the timely review of reports. The committee provides peer review so the composition should broadly reflect the areas represented in the reports. In 2012:
2 reports came from programs under the President
3 reports came from programs under the VP of Human Resources
5 reports came from programs under the VP of Administrative Services
19 reports came from programs under the VP of Student Services
69 reports came from programs under the VP of Academic Services

Committee members discussed the role of students and felt that stakeholder (e.g. student, advisory group) feedback was an essential part of the self-study process. There was discussion of developing an instrument or common questions used by all programs to enable more consistency.

- b. It was agreed that Meeta will report her findings about annual reports to the committee before further discussion of committee size. Streamlining the process may be better than enlarging the committee. There is committee support for making the leadership a co-chair structure of the dean of DIERP and a person appointed by the Academic Senate. Discussion will continue and recommended changes will be sent to MAC.

The committee will examine the ACCJC rubrics for Program Review and Planning at the next meeting.

The meeting was adjourned at 4:20pm.