ANTELOPE VALLEY COLLEGE

Program Review Committee Meeting Minutes	Monday, August 21, 2023 via ZOOM 991 5688 4024 https://cccconfer.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
VACANT, 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
Ronda Nogales, 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
VACANT, Academic Dean, Academic Affairs
VACANT, ASO Representative

Present: Stacey, Gary, Cynthia, Wendy, Megan, LaDonna, Lisa, Cindy, Joshua, Meeta
Absent: Svetlana, Reina, Ronda, Samuel
Guests: Wendy Dumas, Internal Auditor

	Items	Person	Action
I.	Opening Comments from the Co-Chairs	*Meeta / Stacey*	**Issues Discussed:** Stacey welcomed the committee members to the new Academic Year and is looking forward to the work the committee will accomplish this year. Meeta mentioned that a question was asked recently about how strong the connection is between PR and Budget. There is a connection, but there's not a way to quantify that strength. Meeta also shared that there will be an Accreditation visit next month in September.
II.	Open Comments from the Public		**Issues Discussed:** Welcome to Wendy Dumas, Internal Auditor. She plans to come to the PRC meetings in the future to discuss the connection between internal audits and Program Review.
III.	Action Item: Approval of Meeting Minutes -5/1/2023	*Stacey*	**Issues Discussed:** **Action Taken:** Minutes approved with 2 abstentions. **Follow Up Items:** Stacey to post to PR webpage

IV.	Welcome & Overview	*Stacey*	**Issues Discussed:** Stacey provided a brief overview of the work the PR committee needs to do this year. **Follow Up Items:**
V.	Action Item: Program Review Committee Goals 2023-2024	*Stacey*	**Issues Discussed:** Committee reviewed and revised the draft goals **Action Taken:** tabled until next meeting **Follow Up Items:** Review goals and wording. Action to be taken at 9/18 meeting.
VI.	Action Item: Budget Committee Representative	*Stacey*	**Issues Discussed:** Megan is interested and will consider this role possibly in the Spring or next academic year. **Action Taken:** Budget committee rep: Stacey (Proxy Wendy) approved unanimously **Follow Up Items:**
VII.	Discussion: Meeting time & modality	*Stacey*	**Issues Discussed:** Stacey explained that we are expected to bring our meetings back on campus starting in the Spring 2024 semester. **Follow Up Items:** Stacey will follow-up with Senate leadership to ask if there are any exceptions or accommodations to be made.
VIII.	Discussion: Program Review Committee Information Sheet	*Stacey*	**Issues Discussed:** Committee members reviewed the Program Review Committee Information Sheet. **Follow Up Items:** Stacey will follow-up with Senate leadership regarding vacancies on the committee.
IX.	Discussion: Your Role on the PR Committee & Expectations	*Stacey*	**Issues Discussed:** Division reps are expected to: 1. Provide communication to/from divisions 2. Support their division in doing CIPs and writing their Program Review reports 3. Work with Dean & Department Chairs to hold a workshop(s) for their division (possibly by department) to support writing Program Review. **Follow Up Items:** Check in at next meeting, and Division Reps can let us know the status of scheduling workshops for their division.
X.	Discussion Item: Course Improvement Plans	*Stacey*	**Issues Discussed:** Stacey will be sending out an email to the campus regarding doing CIPs in the next couple days. CIPs are due 9/30. **Follow Up Items:** Support your division and talk about CIPs at your division meetings. Point people to the training in Canvas.
XI.	Discussion: Program Review Template Form & Training	*Stacey*	**Issues Discussed:** Stacey will be sending out an email to the campus regarding doing Program Review in mid-September. Reports are due 11/15. **Follow Up Items:** Support your division and talk about PR at your division meetings. Point people to the training in Canvas.
XII.	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?

XIII. **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 12/4/23 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

DRAFT 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.