ANTELOPE VALLEY COLLEGE
PROGRAM REVIEW COMMITTEE MEETING
November 21, 2016 Agenda
Electronic meeting

To conform to the open meeting act, the public may attend open sessions

1. Opening comments from the Program Review Committee Co-Chairs - None

2. Open comments from the public – None

3. Approval of November 7 minutes – Defer until December 4 meeting.

4. Reports - None

5. Action Items – Approval of 2016-17 Annual Update Report Template for Instructional Programs

6. Discussion items - None

7. Other – Tableau training in BE 323 for December 4 meeting

8. Adjournment

2016-2017 Instructional Program Review Annual Update

1. Discipline/Area Name:	2. Year: **2016-2017**	For: **2018-2019**

3. Name of person leading this review:

4. Names of all participants in this review:

5. Status Quo option: Year 1: Comprehensive review ☐ Year 2: Annual update or status quo option ☐ Year 3: Annual update ☐ Year 4: Annual update or status quo option ☐	In years two and four of the review cycle, programs may determine that the program review conducted in the previous year will guide program and district planning for another year. ☐ Check here to indicate that the program review report written last year accurately reflects program planning for the current academic year. (Only programs with no updates or changes may exercise the status quo option. All others will respond to questions 6 – 13.)

Number of Full-time Faculty [   ]   **Number of Part-time Faculty** [   ]

Data/Outcome Analysis and Use

6. **Please review the subject level data and comment on trends:**

Indicator	2012-2013	2013-2014	2014-2015	2015-2016	Recent trends?	Comment
Enrollment #					Choose an item.	
# of Sections offered					Choose an item.	
# of Online Sections offered					Choose an item.	
# of Face-to-Face Sections offered					Choose an item.	
# of Sections offered in Lancaster					Choose an item.	
# of Sections in other locations					Choose an item.	

# of Certificates awarded					Choose an item.
# of Degrees awarded					Choose an item.
Subject Success Rates					Choose an item.
Subject Retention Rates					Choose an item.
Full-time Load (Full-Time FTEF)					Choose an item.
Part-time Load (Part-time FTEF)					Choose an item.
PT/FT FTEF Ratio					Choose an item.

#	Indicator	Comments and Trend Analysis
7.	If applicable, report program/area data showing the quantity of services provided over the past four years (e.g. # of workshops or events offered, ed.plans developed, students served)	
8.	Student success and retention rates by equity groups within discipline	Review and interpret the subject data by race/ethnicity and gender. Identify achievement gaps. List actions that are planned to meet the Institutional Standard of **69.1%** for student success and to close achievement gaps:
9.	Career Technical Education (CTE) programs: Review the labor market data on the California Employment Development Department website for jobs related to your discipline.	Comment on the occupational projections for employment in your discipline for the next two years and how the projections affect your planning:

10. Cite examples of using action plans (for SLOs, PLOs, OOs, ILOs) as the basis for resource requests and how the allocation of those resources or other changes resulted in improved outcomes over the past four years.

SLO/PLO/OO/ILO	Action Plan	Current Status	Impact of Action

		Choose an item.	
		Choose an item.	
		Choose an item.	
		Choose an item.	

11. Review the goals identified in your most recent comprehensive self-study report and any subsequent annual reports. Briefly discuss your progress in achieving those goals.

Goals/Objectives	Current Status	Impact of Action (describe any relevant measures/data used to evaluate the impact)
	Choose an item.	
	Choose an item.	
	Choose an item.	
Briefly discuss your progress in achieving those goals:		
Please describe how resources provided in support of previous program review contributed to program improvements:		

12. Based on data analysis, outcomes, program indicators, assessment and summaries, list discipline/area goals and objectives to advancing district Strategic Goals, improving outcome findings and/or increasing the completion rate of courses, certificates, degrees and transfer requirements in 2018-2019. Discipline/area goals must be guided by **district Strategic Goals** in the Educational Master Plan (EMP), p.90. They **must be supported by an outcome or other reason (e.g., health and safety, data analysis, national or professional standards, a requirement or guideline from legislation or an outside agency).**

Goal #	Discipline/area goal and objectives	Relationship to Strategic Goals* in Educational Master Plan (EMP) and/or Outcomes	Action plan(s) or steps needed to achieve the goal**	Resources needed (Y/N)?
		Choose an item. Choose an item. Choose an item. Choose an item.		Choose an item.
		Choose an item. Choose an item.		Choose an item.

		Choose an item. Choose an item.		
		Choose an item. Choose an item. Choose an item. Choose an item.		Choose an item.
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		Choose an item. Choose an item. Choose an item. Choose an item.		Choose an item.
		Choose an item. Choose an item. Choose an item. Choose an item.		Choose an item.

Action plan verbs: *expand, reduce, maintain, eliminate, outsource, reorganize, re-engineer, study further, etc.*

13. Identify significant resource needs that should be addressed currently or in near term. For each request type identify which **discipline/program goal(s) from 12 guide this need**.

Indicate which Goal(s) guide this need	Type of Request (Personnel[1], Technology[2], Physical[3], Professional development[4], Other[5])	New or Repeat Request?	Briefly describe your request here	Amount, $	One-time or Recurring Cost, $?	Contact's name
	Choose an item.	Choose an item.			Choose an item.	
	Choose an item.	Choose an item.			Choose an item.	
	Choose an item.	Choose an item.			Choose an item.	

	Choose an item.	Choose an item.			Choose an item.	
	Choose an item.	Choose an item.			Choose an item.	
	Choose an item.	Choose an item.			Choose an item.	
	Choose an item.	Choose an item.			Choose an item.	

[1]List needed human resources in priority order. For faculty and staffing request attach Faculty Position Request form.

[2]List needed technology resources in priority order.

[3] In priority order, list facilities/physical resources (remodels, renovations, or new) needed for safer and appropriate student learning and/or work environment.

[4]List needed professional development resources in priority order. This request will be reviewed by the professional development committee.

[5]List any other needed resources in priority order.

ANTELOPE VALLEY COLLEGE
PROGRAM REVIEW COMMITTEE MEETING
November 21, 2016 Minutes

To conform to the open meeting act, the public may attend open sessions

An electronic meeting was held.

Present electronically: Stacey Adams, Bonnie Curry, Melanie Parker, Ann Steinberg, Dr. Les Uhazy, Carol Eastin

1. Opening comments from the Program Review Committee Co-Chairs - None

2. Open comments from the public - None

3. The minutes of November 7 will be approved on December 5.

4. Reports – None

5. Action Items – The revised annual update report template for instructional programs was approved by all who were present electronically. Other 2016-17 templates will revised to mirror this one.

6. Discussion items - None

7. Other – Tableau training will be held in BE 323 on Dec. 5.