



ANTELOPE VALLEY COLLEGE
PROGRAM REVIEW COMMITTEE MEETING
March 2, 2015 Agenda
3:00 p.m. – 4:30 p.m.
A140

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

1. Opening comments from the Program Review Committee Co-Chairs
2. Open comments from the public
3. Approval of December 1 minutes
4. Reports
 - a. Report status
 - 2014 comprehensive reports:
 - Enrollment Services - accepted
 - Executive Council – submitted, in review
 - Financial Aid Office - accepted
 - Kinesiology and Athletics - accepted
 - Library – accepted
 - Math and Science - accepted
 - Palmdale Center – in revision
 - 2014 annual update reports:
 - 55 of 64 reports posted and approved
 - Missing: Corp & Comm Svcs, Drafting/CAD, Family & Cons Sci (AA but not courses), Film & TV, Medical Asst, Comm Music, Photo, Real Estate, Theatre
 - b. CCC form
5. Action Items
6. Discussion items
 - a. 2015 Program Review timeline alignment with the strategic planning and budget process
 - b. Other considerations for 2015: recommendations from 2014 reports
7. Other
 - a. Spring meeting dates: March 16, April 20, May 4, May 18, June 1
8. Adjournment

Recommendations/comments from 2014 report writers to improve institutional effectiveness or make the results more helpful to the program

Mathematics: Offering faculty training throughout the academic year is desirable.

Science: Our only issue has been the discrepancy observed in data collected locally from Banner as compared to the data reported by the CCC Chancellor's office. In various occasions we have observed significant differences from the two sources. Additionally, in some cases, the section counts and headcounts reported do not agree with the anecdotal data we collected from the divisional schedules. We recommend that a comprehensive review of our Banner data be completed collaboratively between faculty, and IR and IT personnel.

Kinesiology and Athletics: 1. We know that the Program Review Committee has addressed this issue however the Division believes it must go on record with regard to it. The use of data in Program Review is laudable and necessary in the view of this Department. However, the data we are offered to analyze is scattered, and in some cases not the proper data for complete and proper analysis. This department is lucky to have a faculty member with significant background in statistics, as well as organizing that data for public consumption. Without that person, we might still be trying to figure out where the data is and what it means.

Nursing: email: I started looking at the data on the program review web site and it is very different from last year. I was trying to do a quick fix (seems we cannot state Status Quo) and yet it is like comparing apples to oranges. For example, the site says we have no adjunct faculty and yet I know we do. I also could not find a section (FAQ) that explained FTES/FTEF as our ratio dramatically changed. It may be because we are listed as having no adjuncts.



ANTELOPE VALLEY COLLEGE
Program Review Committee (PRC) Minutes
March 2, 2015
3:00 p.m. – 4:30 p.m. SSV151

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1. CALL TO ORDER AND ROLL CALL

Ms. Carol Eastin called the meeting to order at 3:00 pm.

2. OPENING COMMENTS FROM THE CO-CHAIRS

None.

3. OPEN COMMENTS FROM THE PUBLIC

None

4. APPROVAL OF MINUTES

a. The minutes of December 1, 2014 were approved.

5. REPORTS

a. 2014 Comprehensive Reports:

Ms. Eastin reported that all of the reports were accepted, with the exception of the Executive Council, and the Palmdale Center, which were submitted, and are still in review

b. 2014 Annual Reports:

Ms. Eastin reported that 55 out of the 64 reports were posted and approved. The committee discussed several possible reasons why some are missing, and they agreed that the common denominator is that there isn't a full-time faculty or staff overseeing most of the areas with missing -reports.

c. CCC Form:

Ms. Eastin reported that the CCC form reflects the current membership and function of the PRC. She reminded the committee that at the last meeting, they discussed expanding the membership to include Dr. Deplazes as a second representative from IERP. Ms. Eastin spoke to Dr. Beyer about this issue, and he informed her that there are discussions about looking at the Outcome Committee and the PRC. These committees are no longer solely looking at Senate issues, and they have become District functions. So the question is, should these committees become shared governance committees, and should PRC have memberships like the Outcome Committee, where there's a representative from every area? He informed her that CCC is going to have a discussion in regards to this matter. Ms. Steinberg suggested that if they grow to a District wide campus, the committees will need alternates. Ms. Eastin asked Dr. Deplazes to continue attending the PRC meetings because her input is needed.

7. ACTION ITEMS

a. None

8. DISCUSSION ITEMS

a. 2015 Program Review Timeline Alignment with the SP and BC Process: Dr. Goel

Ms. Eastin informed the group that Dr. Goel was unable to attend the meeting, and asked that this discussion item be deferred until the next meeting. But in the meantime, she asked the committee to start thinking about how they can align their work to help the District receive timely information. Ms. Eastin asked Dr. Deplazes if she and Dr. Goel discussed the 2015 program review timeline. Dr. Deplazes shared with the committee that positions are being hired, but the committee hasn't submitted the final review. Therefore, there should be a discussion regarding the alignment of the deadlines. Ms.

Eastin informed the committee that she turns to IERP to guide her on what timeline they should use.

Ms. Steinberg stated that the financial aid federal reports are also due in October, and a lot of the reporting that's done, is a year behind because they can't collect the data. She explained that things are going to change substantially in their area, and she doesn't know how widespread it's going to be because they haven't received all of the rules.

Ms. Eastin asked Dr. Deplazes if IERP aware of other programs having issues with fall reporting. Dr. Deplazes explained that they need to wait for the Chancellor's office to submit their data, because a lot of data used for the previous year was gather from the Chancellor's website. The Chancellor's office data isn't available until around mid-August.

b. Other Considerations for 2015: Recommendations from 2014 Reports:

Ms. Eastin attached the recommendations to the March 2nd agenda. Some of the recommendations/comments received were:

- Mathematics: more training.
- Science, Kinesiology & Athletics, and Nursing: commented on the data.

Dr. Deplazes explained the FTES/FTEF data to the committee. She informed PRC that IERP were not aware they had access to other tables, but after some discussions they learned about other available data, which was not previously visible. Dr. Uhazy said that out of all the cycles he has gone through, this is the best data.

9. INFORMATIONAL ITEM

a. None

10. PRC ADMINISTRATIVE BUSINESS

a. 2014 – 2015 PRC Meetings

September 19, 2014	December 1, 2014	April 20, 2015
October 6, 2014	February 26, 2015	May 4, 2015
October 20, 2014 cancelled	March 2, 2015	May 18, 2015
November 3, 2014	March 16, 2015	June 1, 2015

11. OPEN FORUM

12. ADJOURNMENT

The meeting was adjourned at 3:48pm

MEMBERS PRESENT			GUESTS
Ms. Stacey Adams	Ms. Bonnell Curry	Ms. Ann Steinberg	Dr. Svetlana Deplazes
Dr. Fredy Aviles	Ms. Carol Steinberg	Dr. Les Uhazy	Jerene Kelly
Ms. Victoria Beatty	Ms. Melanie Parker		
MEMBERS ABSENT			
Dr. Meeta Goel			

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