ANTELOPE
VALLEY
COLLEGE

Program Review Committee Meeting Minutes	Monday, November 16, 2020 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. Glenn Haller, Outcomes Committee Chair
Vanessa Escobar, Research Analyst
Reina Burgos, Counseling Division Representative
Richard Fleishman, CTE Division Representative
Dr. Gary Heaton-Smith, A&H Division Representative
Dr. Cynthia Lehman, S&BS Division Representative
VACANT, MSE Division Representative
Ronda Nogales, R&L Division Representative
Wendy Stout, HSS Division Representative
Van Rider, Library Division Representative
VACANT, Faculty at Large Representative
LaDonna Trimble, Student Services
VACANT, Classified Representative
Christos Valiotis, Academic Dean, Academic Affairs
VACANT, ASO Representative

Present: Stacey, Ronda, Cynthia, Vanessa, Gary, Richard, Meeta, Reina, LaDonna, Christos
Absent: Glenn, Wendy, Van
Guests:

	Items	Person	Action
I.	Opening Comments from the Co-Chairs	*Meeta / Stacey*	**Issues Discussed:** Meeta shared about the Global Peter Drucker Forum that she recently attended. She'll be sharing more about planning and leadership in today's environment. Stacey is receiving and checking in Program Review reports and will be sending them to Peer Review teams as they are ready.
II.	Open Comments from the Public		**Issues Discussed:**
III.	Action Item: Approval of Meeting Minutes -10/19/2020	*Stacey*	**Issues Discussed:** **Action Taken:** Approved unanimously
IV.	Discussion Item: Peer Review Assignments in Canvas	*Stacey*	**Issues Discussed:** Stacey created a Canvas shell for the Program Review Committee (separate from Program Review Training). We will be using this to organize Program Review reports and assign peer reviews to committee members in groups of three. Normally we try to complete peer review in

			approx. two weeks from when it is assigned, but given the short Winter Break and quick start of the Spring semester, many of us will be using the "break" over the holidays to prep for Spring. Let's aim to have Peer Review reports turned in around 1/15, then Stacey will compile and get final Peer Reviews returned to Divisions / Areas by end of January. **Follow Up Items:** Look for Canvas assignments in your email. You should get 2-3 assignments eventually when the reports are all received.
V.	Discussion Item: Comprehensive v Annual Update	*Meeta / Stacey*	**Issues Discussed:** Meeta looked at what numerous other community colleges are doing for the Program Review process and provided a spreadsheet of her findings. **Follow Up Items:** Please review the spreadsheet and what other colleges are doing and discuss with your constituents. Should we get rid of the terminology "Comprehensive" and "Annual Update" and continue doing Program Review annually, or should we change to some form of Comprehensive / Annual Update cycle (that we moved away from several years ago). At our first meeting in the Spring, we will have an action item on the agenda addressing how we should proceed.
VI.	Information Item: What's Ahead This Year	*Stacey*	• Receive Program Review reports due 11/15 • Form peer review teams, do peer review, provide feedback on reports • Transfer the responsibility of Action Plans to the PR Committee and developing forms, support and tutorials to be used in Aug/Sep 2021 • Discuss Comprehensive v Annual Update, what that means and if we should change it • Consider adjustments needed to program review data • Work on improving program review/planning and budgeting alignment • Update PR Handbook based on the items above
VII.	**NEXT MEETING DATE:**		**Future Meeting Dates:** *Fall 2020:* ~~8/31*, 9/21, 10/5, 10/19, 11/2, 11/16~~ *Spring 2021:* 2/1, 3/1, 3/15, 4/5, 4/19, 5/3

Program Review Goals for 2020-2021

1) Work toward better alignment of resource requests with the Budget Committee.
2) Strengthen connections between success, retention and equity data trends, and actual actions taken.
3) Work on moving beyond a culture of compliance toward a culture of utilizing Action Plans for Program Review in the strategic planning and budgeting process.