ANTELOPE VALLEY COLLEGE

Program Review Committee Meeting Minutes	Monday, November 20, 2023 via ZOOM 991 5688 4024 https://avc.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
Bridget Detlefsen, 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
VACANT, 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
Dr. Kathy Bakhit, Academic Affairs
VACANT, ASO Representative

Present: Stacey, Megan, Wendy, Bridget, Cindy, Gary, Lisa, Meeta, Reina, Cynthia, Kathy
Absent: Svetlana, Samuel, Joshua, LaDonna
Guests: Vanessa Escobar

	Items	Person	Action
I.	Opening Comments from the Co-Chairs	*Meeta / Stacey*	**Issues Discussed:** Stacey is working on checking in Program Review reports received, which is a tedious process. Not all PR reports have been submitted as of yet. She will follow-up with areas that haven't submitted and those with incomplete / deficient reports.
II.	Open Comments from the Public		**Issues Discussed:** none
III.	Action Item: Approval of Meeting Minutes -11/6/2023	*Stacey*	**Issues Discussed:** **Action Taken:** approved, 1 abstention **Follow Up Items:** Stacey to post to PR webpage

IV. 2023-2026 College Strategic Plan and Goals	*Meeta*	**Issues Discussed:** Meeta shared SERVES framework which will replace the ESP goals in the PR template for next year. **Follow Up Items:**
V. Action Item: Goal #5 Survey	*Stacey*	**Issues Discussed:** added a few questions relating to participation in PR process, how they access PR instructions and support, Meeta to revise. **Action Taken:** survey with changes, approved unanimously **Follow Up Items:** Meeta to make changes and have marketing send to ALL AVC Employees via email soon with follow-up/reminder in mid-January.
VI. Discussion: PR Template for Non-instructional Areas	*Stacey*	**Issues Discussed:** Stacey shared a draft template that Vanessa started working on last year. **Follow Up Items:** Stacey will send the draft with the committee to consider, Vanessa will share with colleagues in Student Services, all to bring back ideas to first meeting of Spring semester
VII. Spring Meetings: Dates & Modality	*Stacey*	**Issues Discussed:** We will meet in person in the Spring semester, with the exception of 1/29 which is an unofficial Peer Review norming meeting which will be on Zoom. **Follow Up Items:** Stacey will reserve a room for our meetings

VIII. 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?

IX. **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 Spring 2024: ~~1/15/24~~ (MLK Jr. Day, no meeting) 1/29/24 – unofficial meeting – Peer Review norming 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 *May need to consider additional Spring meetings on 1/29/24 and 4/29/24.*

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.
5) Institute a Program Review process evaluation.