



ANTELOPE VALLEY COLLEGE
PROGRAM REVIEW COMMITTEE MEETING
December 1, 2014 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 November 3 minutes
5. Reports
 - a. Report status
 - 2014 comprehensive reports:
 - Enrollment Services - submitted
 - Executive Council - submitted
 - Financial Aid Office - submitted
 - Kinesiology and Athletics - submitted
 - Library – submitted and being revised
 - Math and Science
 - Palmdale Center
 - 2014 annual update reports:
 - 48 of 65 reports posted and approved
6. Action Items
7. Discussion items
 - a. Availability readers over the break
 - b. *ACCJC Manual for Institutional Self-Evaluation* excerpt
8. Other
 - a. Spring meeting dates: March 2, March 16, April 20, May 4, May 18, June 1
9. Adjournment



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1. The meeting was called to order at 3:00pm.

Present: Stacey Adams, Dr. Fredy Aviles, Bonnie Curry, Dr. Meeta Goel, Melanie Parker, Ann Steinberg, Dr. Les Uhazy, Carol Eastin, Dr. Svetlana Deplazes,

2. Opening comments from the co-chairs
3. The November 3 minutes were approved.
4. Reports
 - a. Five of the seven programs undergoing comprehensive reviews this year have submitted their reports. Reviews have begun or will start soon. Reports from the Math and Science division and the Palmdale Center are expected this month.
 - b. 48 of 65 annual update reports have been posted in WEAVE, reviewed and accepted. The deans and the 2013 lead writers of the missing reports have been emailed and reminded to post their reports.

There was discussion about WEAVE and the apparent hesitation of faculty to use it. Committee members agreed that WEAVE should include some basic step-by-step directions on how to use it for posting program review reports. Many people use WEAVE only once a year and need coaching to use it each time. It was suggested that the steps should also be e-mailed to everyone around July 1 when the new review cycle begins.

5. Action Items

6. Discussion Items

- a. Most members of the committee will be available to review reports in Dec and Jan. Recently received comprehensive reports and those expected shortly will be sent to readers for peer review. Carol reminded the committee that we try to complete the peer review process within two weeks of receiving the report. That short window is not realistic during finals week and grade submission deadlines. We will try to complete reviews of comprehensive and annual reports before SPBC meets on Jan 21, 2015.
- b. An excerpt from the ACCJC *Manual for Institutional Self-Evaluation* which pertains to data, evidence and program review was reviewed and discussed. Meeta will look

for examples of effective program reviews. The PR Committee will consider how to modify the report templates in the spring to make them more useful to both the program and the district.

7. Other

- a. Spring meeting dates: March 2, March 16, April 20, May 4, May 18, June 1. Any revisions to the templates or process should be reported to the Academic Senate and CCC in May.
- b. Carol will review the CCC form to verify that it reflects the current membership and function of the Committee. Committee members want to expand committee membership to include Svetlana as a second representative from IERP. Discussion included IERP's essential role in keeping the program review process optimized for district planning and in training employee to better utilize data. There was discussion comparing the Program Review Committee membership to that of the Outcomes Committee; both committees guide work done throughout the district.

8. The meeting was adjourned at 3:45pm.