**Program Review Peer Review**

| Program/Division/Area Name: | Executive Council |
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| Date: | 02/04/2021 |

On behalf of the Program Review Committee (PRC), we thank you for your time and effort in completing the Program Review this year and for your ongoing efforts to continuously improve AVC's programs and services for our students. Your program review allows the rest of AVC to better understand your efforts and how they support the college mission, vision, EMP and other goals.

**Program Review Committee Feedback**

| *Program Review Report Section* | *Exemplary:* Reflects a clear and thorough report that presents a well-documented review of the program. | *Adequate:* The self-study adequately presents program information for each section e.g. analysis of data; narrative information is provided regarding goals/objectives, planning, and recommendations relating to the analysis and use of data, institutional learning outcomes, and mission. | *Improvement Needed:* One or more sections of the report are lacking and/or contain some inaccuracies. The report must be revised and resubmitted in order to meet the requirements of the program review process. Complete/revise Part(s) mentioned in the Comments Section. | *Comments:* |
|---|---|---|---|---|
| Program Overview, Overall | ☐ | X | ☐ | Please see comments at the end, specific to each area. |
| 1.1.Program's contribution to the District Mission | ☐ | X | ☐ | Please see comments at the end, specific to each area. |
| 1.2.Program highlights | ☐ | X | ☐ | Please see comments at the end, specific to each area. |
| 2.A. Results of environmental scan information for program | ☐ | X | ☐ | Please see comments at the end, specific to each area. |

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| 2.B. Analysis of program review data | ☐ | X | ☐ | Please see comments at the end, specific to each area. |
| 2.C. Progress towards SLO/PLO/OO Action Plans | ☐ | X | ☐ | Please see comments at the end, specific to each area. |
| 2.D. Progress towards past program review goals | ☐ | X | ☐ | Please see comments at the end, specific to each area. |
| 3. 2020-2021 Planning: Division/Program/Area Goals | ☐ | X | ☐ | Please see comments at the end, specific to each area. |
| 4. Resource Requests that Support Program Needs | ☐ | X | ☐ | Please see comments at the end, specific to each area. |

**Additional Comments:**

- **Academic Affairs:** No report submitted for 2nd year. VP AA position vacancy does not negate the requirement to complete the Program Review report.

- **Business & Auxiliary Services:** Part 2A is required and should be completed in the future. Part 2C should address progress made toward Action Plans, not just a list of what appear to be your OOs (Operational Outcomes). If you need assistance with Action Plans in the future, please contact the Program Review Committee. Overall, this was a well-done review. The depth of the goals, as well as the steps, are very carefully thought out.

- **Facilities Services:** In Part 1.3, please consider if the work of your area does support some of the ILOs, most likely in an indirect manner. In Part 2A, you could summarize the results of the data provided. The data presented in Part 5 was enlightening and helpful. The S3 concept is motivating and is carried into the broad goals written in Part 3, however the goals may need to be more specific to provide support for the resources requested in Part 4, specifically Physical/Facilities. Resource requests must be supported by corresponding data and goals that point to the need for resources. Overall, this was a well-done review. The use of data in this area is evident and hopefully driving improvement.

- **Foundation:** In Part 2B, you could provide more in depth analysis of the SWOT to give readers a better understanding. For Part 3, the goals should be listed again, along with which ILO/PLO/SLO/OO is supported, and most importantly the steps to achieve those goals.

- **Human Resources / Payroll / Risk Management:** Part 2A is required and should be completed in the future. Reviewing and analyzing data is a critical part of program review. For HR, Payroll and Risk Management, there is certainly both internal and external data and other factors that should be considered here. For Part 2C, if you need assistance with Operational Outcomes and/or Action Plans, please contact the Outcomes Committee and/or Program Review Committee.  In Part 3, the goals seem well-written and thoughtful with clear concise steps to be taken and provide the support for the resources requested in Part 4. Part 5 is required and should not be left blank in the future.  Your Program Review should demonstrate a strong use of data in your planning and decision-making processes.

- **IERP / Library Services:** (IERP is part of Executive Council, however Library is not and should be submitted separately in the future.) Nicely done! Report is well-documented, uses data, and supports its resource requests with the goals written in Part 3.

- **Internal Audit Services:** In Part 1.3, please consider if the work of your area does support some of the ILOs, most likely in an indirect manner. Part 2C needs to be completed in the future. Operational Outcomes should have been written previously and data findings pertaining to those Outcomes should be gathered each academic year and utilized in planning, decision-making and resource allocation. If you need assistance with Operational Outcomes and/or Action Plans, please contact the Outcomes Committee and/or Program Review Committee. In Part 2D, the goals and progress need to be listed. "See Part 1.2" is not an acceptable response.  The accomplishments listed in Part 1.2 are impressive and important, but do not directly answer the question. Part 5 is required and should not be left blank in the future.  Your Program Review should demonstrate a strong use of data in your planning and decision-making processes.

- **ITS & IMC:** In Part 1.3, please consider if the work of your area does support some of the ILOs, most likely in an indirect manner. Part 2A should include results of the annual ITS survey if available. Part 2B SWOT is required and should be completed in the future. Part 2C is required and needs to be completed in the future. Operational Outcomes should have been written previously and data findings pertaining to those Outcomes should be gathered each academic year and utilized in planning, decision-making and resource allocation. If you need assistance with Operational Outcomes and/or Action Plans, please contact the Outcomes Committee and/or Program Review Committee. In Part 2D, the goals and progress need to be listed. Part 3 The goals written are thoughtful and include concise steps to be taken to achieve the goals. Part 4 Most of the resources requested are not supported by the goals in Part 3. Resource requests must be supported by corresponding data

and goals that point to the need for resources. Part 5 is required and should not be left blank in the future.  Your Program Review should demonstrate a strong use of data in your planning and decision-making processes.

- **Marketing & Public Information:** In Part 1.3, please consider if the work of your area does support some of the ILOs, most likely in an indirect manner. Part 2A is required and should be completed in the future. Reviewing and analyzing data is a critical part of program review. For Marketing and Public Information, there is certainly both internal and external data and other factors that should be considered here. In Part 2B, you could provide more in depth analysis of the SWOT to give readers a better understanding. Part 2C needs to be completed in the future. Operational Outcomes should have been written previously and data findings pertaining to those Outcomes should be gathered each academic year and utilized in planning, decision-making and resource allocation.  If you need assistance with Operational Outcomes and/or Action Plans, please contact the Outcomes Committee and/or Program Review Committee.  In Part 2D, the goals and progress need to be listed.

- **Office of the President:** (This report should pertain to the functioning of the President's Office, not the entire operations of the college.) Part 2A should include input from the College Advisory Council if available, and other external environmental scan information.  There is a multitude of external factors to be considered. Part 2B SWOT is required and should be completed in the future. Part 2C is required and needs to be completed in the future. Operational Outcomes should have been written previously and data findings pertaining to those Outcomes should be gathered each academic year and utilized in planning, decision-making and resource allocation. If you need assistance with Operational Outcomes and/or Action Plans, please contact the Outcomes Committee and/or Program Review Committee. In Part 2D, the past goals and progress need to be listed. Part 3 Goals is required and needs to be completed in the future. Part 4 shows no resource requests, therefore there should not be any budget requests from the Office of the President. Part 5 is required and should not be left blank in the future.  Your Program Review should demonstrate a strong use of data in your planning and decision-making processes.

- **Student Services:** Part 2A is required and should be completed in the future. Reviewing and analyzing data is a critical part of program review. It seems there should be both internal and external data and other factors that should be considered here. The SWOT analysis in Part 2.B is short and seems somewhat anecdotal, as it needs to be connected to data. Part 2C is required and needs to be completed in the future. Operational Outcomes should have been written previously and data findings pertaining to those Outcomes should be gathered each academic year and utilized in planning, decision-making and resource allocation. If you need assistance with Operational Outcomes and/or Action Plans, please contact the Outcomes Committee and/or Program Review Committee. Part 4 shows no resource requests, therefore there should not be any budget requests from the Vice President of Student Services. Part 5 is required and should not be left blank in the future. Your Program Review should demonstrate a strong use of data in your planning and decision-making processes.