ANTELOPE VALLEY COLLEGE

Program Review Committee Meeting Minutes	Monday, April 18, 2022 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. Gary Heaton-Smith, Outcomes Committee Chair, A&H Division Representative
Vanessa Escobar, Research Analyst
Dr. Svetlana Deplazes, eLumen Data Steward
Dr. Glenn Haller, Kinesiology & Athletics Division Representative
Reina Burgos, Counseling Division Representative
Samuel Padilla, CTE Division Representative
Richard Fleishman, S&BS Division Representative
Dr. Cynthia Lehman, S&BS Division Representative
Joshua Strong, MSE Division Representative
Ronda Nogales, R&L Division Representative
Wendy Stout, HSS Division Representative
Van Rider, Library Division Representative
Megan Owens, Faculty at Large Representative
LaDonna Trimble, Student Services
VACANT, Classified Representative
Christos Valiotis, Academic Dean, Academic Affairs
VACANT, ASO Representative

Present: Stacey, Christos, Gary, Joshua, Meeta, Reina, Vanessa, Wendy, Cynthia, Sam, Svetlana, Megan, Rich, Van
Absent: LaDonna, Glenn, Ronda
Guests:

Items	Person	Action
I. Opening Comments from the Co-Chairs	*Meeta / Stacey*	**Issues Discussed:** Stacey met with Rick Shaw & Shami Brar regarding strengthening the link between Program Review resource requests and the budget proposal process. More to follow…
II. Open Comments from the Public		**Issues Discussed:** none
III. Action Item: Approval of Meeting Minutes -4/4/2022	*Stacey*	**Issues Discussed:** **Action Taken:** Approved, 1 abstention **Follow Up Items:** Stacey to post to PR webpage
IV. Discussion Item: Peer Review Process & Status	*Stacey*	**Issues Discussed:** no change **Follow Up Items:** Stacey to continue compiling Peer Review reports soon

V.	Discussion: Program Review Template Form & Training	*Stacey*	**Issues Discussed:** We may need to make minor changes to our approved Fall 2022 PR Template based on Agenda Item I above (Part 4 Resource Requests) and Agenda Item VII below (Course improvement Plan terminology). **Follow Up Items:** to be continued

VI.	Action Item: Questions for Outcomes Analysis / Action Plans in eLumen	*Stacey*	**Issues Discussed:** We need to decide what questions to ask in eLumen for our Outcomes Analysis (fka Action Plans)
			Action Taken: approved unanimously
			Course Improvement Plan Questions:
			1. Utilizing the content of the Action Plan Report and conversations with other faculty, address all SLOs that have met and/or exceeded the expected performance, how can this success be sustained and supported?
			
			2. Utilizing the content of the Action Plan Report and conversations with other faculty, address all SLOs reporting below the expected performance line, what high-impact practices or other changes can be implemented to improve student performance?
			
			3. Indicate any additional resources needed to implement the changes.
			
			Follow Up Items:
			• Regarding "additional resources," does eLumen allow for resource requests to be input in the Course Improvement plan or is it just a dialogue box?
			• Course Improvement Plans in eLumen work for Academics, but what are we doing about non-academic areas and their "action plans"?
			• Provide link and training re: high-impact practices (Outcomes Committee). Useful links re: high-impact practices:
			    ○ https://www.aacu.org/publication/high-impact-educational-practices-what-they-are-who-has-access-to-them-and-why-they-matter
			    ○ https://www.aacu.org/trending-topics/high-impact

VII.	Action Item: Terminology – What should we call Outcomes Analysis (fka Action Plans)?	*Stacey*	**Issues Discussed:** We need to address terminology confusion issues with "Action Plans," "Outcomes Analysis" and possibly moving to "Course Improvement Plans" to better align with eLumen's tools and terminology. Whatever we decide to do, we need to provide adequate training to end users and be consistent.

		Action Taken: "Course Improvement Plans" motion approved unanimously **Follow Up Items:** Update Program Review template, handbook, training in Canvas with new terminology
VIII. Discussion Item: What data should be required for Program Review?	*Stacey / Svetlana*	**Issues Discussed:** tabled until next meeting **Follow Up Items:**
IX. Discussion: Quality Focus Essay	*Meeta*	**Issues Discussed:** Meeta briefly shared about further discussions about writing a QFE relating to eLumen implementation, assessment, program review, etc. **Follow Up Items:**
X. Information Item: What's Ahead This Year	*Stacey*	SPRING: ✓ Complete Peer Reviews of Program Review reports, provide feedback to each program. DONE: ✓ Provide updated PR Handbook ✓ Provide Outcomes Analysis training for Department Chairs and other faculty as needed ✓ Provide Program Review Training throughout campus as needed. ✓ Division Reps will provide support in the Program Review process to their divisions. ✓ Receive Program Review reports due 11/15 ✓ Form peer review teams, begin working on Peer Review reports ✓ Consider changes needed to Program Review & Outcomes Analysis
XI. **NEXT MEETING DATES:**		**Future Meeting Dates:** *Spring 2022:* ~~2/7, 3/21, 4/4, 4/18,~~ 5/2

Program Review Goals for 2021-2022

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) Utilize Program Review for continuous improvement.
4) Improve communication about Program Review with the campus community.