ANTELOPE VALLEY COLLEGE

Program Review Committee Meeting Minutes	Monday, September 19, 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
Cindy Vargas, Athletics & Kinesiology 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 (Karen Heinzman), Language & Comm Arts 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, Gary, Joshua, Reina, Wendy, LaDonna, Cindy V., Rich, Meeta, Svetlana, Van, Megan
Absent: Cynthia, Vanessa, Ronda (Karen), Christos, Samuel
Guests:

	Items	Person	Action
I.	Opening Comments from the Co-Chairs	*Meeta / Stacey*	**Issues Discussed:** Stacey provided PR report to the Academic Senate, mostly focused on CIPs. Report and changes were seemingly well-received. (Later in the meeting), Meeta shared and discussed the revised SP/BC flowchart for Integrated Planning.
II.	Open Comments from the Public		**Issues Discussed:** none
III.	Action Item: Approval of Meeting Minutes -8/29/2022	*Stacey*	**Issues Discussed:** **Action Taken:** Approved, 1 abstention **Follow Up Items:** Stacey to post to PR webpage

IV. CIPs and Your Role	*Stacey*	**Issues Discussed:** Division reps need to provide support to their divisions to complete CIPs by 9/30 (soft deadline). **Follow Up Items:** *Division reps will reach out to Dean and Department Chairs in their divisions, ask Chairs to assign faculty collaborators for each discipline, possibly hold a department meeting and start writing CIPs. See Program Review Training in Canvas, CIPs module.*
V. Action Item: Updating the Program Review Committee Information Sheet	*Stacey*	**Issues Discussed:** Committee reviewed document, discussed the "purpose" statement and how detailed and lengthy it should or shouldn't be. Rich Fleishman provided some suggested new language. Van explained the process of submitting to Academic Senate and then Senate submits to CCC. **Action Taken:** Tabled until next meeting **Follow Up Items:** Stacey to type up cleanly and bring for vote at next meeting.
VI. Action Item: PR Handbook	*Stacey*	**Issues Discussed:** PR Handbook has been updated, removing old terminology and procedures, and adding in new terminology and procedures. Need updated flowchart on Page 3. **Action Taken:** Vote to approve with updated SP/BC Integrated Planning flowchart graphic on Page 3. Approved unanimously **Follow Up Items:** Stacey to post to PR webpage and PR training in Canvas.
VII. Discussion: Program Review Template Form & Training	*Stacey*	**Issues Discussed:** The Program Review template form and links for PR data are available through Program Review Training in Canvas. The complete training is currently undergoing revision in Canvas, but will be available by the end of September. Links to Program Review Training in Canvas can also be found on the Program Review webpage. Stacey will be sending an email to the AVC community with all pertinent Program Review information approximately 10/1 (trying to give all of September for CIPs). **Follow Up Items:** Stacey to complete the revisions of PR Training in Canvas.
VIII. What about Non-Academic Areas? CIPs		**Issues Discussed:** Robust conversation regarding operational or "non-academic" areas and how our terminology, procedures and guidance affects them. Most areas have Operational Outcomes (OOs), but not all, and many have them and don't know how to track data nor have a consistent place to store data. Both the Program Review Committee and Outcomes Committee need to look at terminology, procedures, forms, etc. and find a way to provide support to non-academic areas. This potentially could tie into the use of eLumen and Quality Focus Essay #1. **Follow Up Items:** Further conversations to be had outside of PR with Outcomes, QFE 1 Committee, Senate, IERP. Stacey to write brief memo / instructions for non-academic areas regarding how to approach Part 2C in Program Review report.

IX. Information Item: What's Ahead This Year	*Stacey*	**FALL:** ▪ Provide updated PR Handbook ▪ Provide CIP instructions & training, due 9/30 ▪ Update and provide Program Review Training ▪ 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, train committee members. **SPRING:** ▪ 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.
X. **NEXT MEETING DATES:**		**Future Meeting Dates:** ~~8/15/22 (cancel)~~ 8/29/22* 5th Monday ~~9/5/22 (Labor Day, no meeting)~~ ~~9/19/22~~ 10/3/22 10/17/22 11/7/22 11/21/22 ~~1/16/23 (MLK Day, no meeting)~~ 2/6/23 ~~2/20/23 (President's Day, no meeting)~~ ~~3/6/23 (Spring Break, no meeting)~~ 3/20/23 4/3/23 4/17/23 5/1/23

Program Review Goals for 2022-2023

1) Work toward better alignment of resource requests with the Budget Committee.
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.