



**ANTELOPE VALLEY COLLEGE**  
**PROGRAM REVIEW COMMITTEE MEETING**  
**March 14, 2016 Agenda**  
**3:00 p.m. – 4:30 p.m.**  
**Library 201**

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 16 minutes
4. Reports
  - a. Strategic Planning Committee work - Meeta
5. Action Items
6. Discussion items
  - a. 2015-16 report templates
  - b. Update Program Review Procedures document
7. Other
8. Adjournment



**ANTELOPE VALLEY COLLEGE**  
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**March 14, 2016 Minutes**  
**3:00 p.m. – 4:30 p.m.**  
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The meeting was called to order at 3:00pm.

Present: Stacey Adams, Reina Burgos, Bonnie Curry, Dr. Meeta Goel, Dr. Glenn Haller, Ann Steinberg, Dr. Les Uhazy, Carol Eastin and Dr. Svetlana Deplazes

9. Opening comments from the Program Review Committee Co-Chairs - none

10. Open comments from the public - none

11. The minutes of November 16 were approved.

12. Reports

a. Strategic Planning Committee work – Meeta

AVC has hired consultants to help us develop a new EMP and FMP. The EMP consultant has presented twice, the FMP consultant will present his findings this week. The top priorities will be identified. A college wide retreat will be used to further develop initiatives. We will look at the alignment of planning and the budget.

We will have broad themes within EMP goals for resource allocations in 2017-18. (Resource allocations have already been done for 2016-17.) Meeta distributed a handout that included the mission, vision and a working paper draft of key planning assumptions.

13. Action Items - none

14. Discussion items

a. 2015-16 report templates

Some report writers have reported great ease using the new templates. Other people have been frustrated with the data, e.g. the data was wrong, links were not working. Some people find the questions redundant. Each question has a specific focus but apparently people do not understand the intention of each question. The PR Committee will keep these comments in mind when the templates are reviewed for revision in the fall. We will look into directing people to a specific question from their prior report. We might do that this year using email and/or we might build those references into the next

template. The template includes “must include faculty request form” but that is not needed at the report writing level.

Up-front training was not done this year. Although program review has been institutionalized, we have many new faculty, staff and administrators who are not familiar with our process. Some on the PR Committee think it’s valuable to hold a specific meeting to launch program review work; that gives the process a district perspective which goes beyond the scope of a particular supervisor or program.

b. Update Program Review Procedures document

The current procedures document was discussed. Committee members will send their comments and corrections to Carol. Carol will integrate their work for further refinement of the procedures document.

15. Other – Readers will be needed to review comprehensive reports. Five programs are conducting comprehensive reviews this year:

- Counseling and Matriculation
- Job Placement
- Language Arts and Academic Development
- Outreach, Information and Welcome Center
- Visual and Performing Arts

No comprehensive reports have been submitted yet. Annual update reports from the other district programs have slowly been coming in all semester.

16. The meeting was adjourned at 3:50pm.