



**ANTELOPE VALLEY COLLEGE
PROGRAM REVIEW COMMITTEE MEETING**

**May 6, 2013
3:00 p.m. – 4:30 p.m.
A140 Conference Room**

To conform to the open meeting act, the public may attend open sessions

- 1. CALL TO ORDER AND ROLL CALL**
- 2. OPENING COMMENTS FROM THE PROGRAM REVIEW COMMITTEE CHAIR**
- 3. OPEN COMMENTS FROM THE PUBLIC**
- 4. APPROVAL OF MINUTES**
April 15
- 5. REPORTS**
Completed comprehensive reports: Bookstore, Business Services, Café, Inst Adv & Foundation, Office of the Super/President, and Veterans Affairs
Reports being revised: CalWORKs and Office for Students with Disabilities
- 6. ACTION ITEMS**
Annual template 2013
Comprehensive template 2013
- 7. DISCUSSION ITEMS**
Role of Program Review Committee in 2013-14
- 8. OTHER**
- 9. ADJOURNMENT**

NON-DISCRIMINATION POLICY

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ANTELOPE VALLEY COLLEGE
PROGRAM REVIEW COMMITTEE MEETING
May 6, 2013
MINUTES

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Present: Stacey Adams, Dr. Fredy Aviles, Vickie Beatty, Melanie Parker, Ty Mettler, Ann Steinberg, Aeron Zentner, Carol Eastin

The meeting was called to order at 3pm.

Minutes of April 15 were approved.

It was moved and approved to modify the agenda to include a discussion of district planning processes.

REPORTS

- a. Completed comprehensive reports: Bookstore, Business Services, Café, Inst Adv & Foundation, Office of the Super/President, and Veterans Affairs
- b. Reports being revised: CalWORKs and Office for Students with Disabilities
- c. All approved 2012 comprehensive reports will be posted to the Program Review website along with their respective peer review reports. Posting is anticipated this week.

ACTION ITEMS

- a. Drafts of the 2013 Annual Template and Comprehensive Template were reviewed and discussed. Strategic goals and EMP will be referenced in the templates and in the peer review rubric. Both templates were approved after the committee members identified and agreed to minor changes.

DISCUSSION ITEMS

- a. Efforts will increase to help writers working on their reports in summer and fall 2013. Aeron will assist non-instructional areas during the summer. Individual assistance and workshops will be offered in the fall. Assistance will continue during peer review.
- b. 2013 annual update reports will be held to the same compliance standards as comprehensive reports so extra help from DIERP and the committee will be needed this coming year. In 2012 the annual update writers were given feedback and encouraged to revise reports where responses did not fully address a template question. Only informal compliance checks were done. The committee members felt the 2012 templates succeeded in encouraging utilization of broader district data in analysis and planning and therefore more uniformity in data analysis and planning.
- c. Committee members discussed district planning and resource allocation processes. It was agreed that for the processes to really work, the offices of three vice presidents should use the program review process to document their data assessment, planning and needs. Carol will ask the Academic Senate and MAC to approve adding the offices of VPAA, VPAS, and VPSS to the review schedule. To balance committee workload, it was proposed that one of the offices will conduct a comprehensive review in 2013. The remaining two offices will write annual reports in 2013 and comprehensive reports in 2014.
- d. Next meeting: September 16.

The meeting was adjourned at 4:30pm.