



**ANTELOPE VALLEY COLLEGE**  
**PROGRAM REVIEW COMMITTEE MEETING**  
**September 17, 2012**  
**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**
  - a. May 21, 2012
- 5. REPORTS**
  - a. Outstanding 2011-12 reports  
annual update: Enrollment Services and Kinesiology, Athletics & Dance
- 6. ACTION ITEMS**
  - a. None
- 7. DISCUSSION ITEMS**
  - a. 2012-13 templates and process
  - b. Procedures update
  - c. Peer reviews of Facilities Services, Information Technology Services, Job Placement, Outreach/Information and Welcome Center, Visual and Performing Arts
  - d. Peer review form and process
- 10. OTHER**
- 11. ADJOURNMENT**

**NON-DISCRIMINATION POLICY**

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

# Program Review Committee

September 17, 2012  
A141 Conference Room

## Minutes

<b>Called to order:</b>	3:00 pm	Regular Meeting
<b>Chairs:</b>	Carol Eastin	
<b>Attendees:</b>	C. Eastin, S. Adams, F. Aviles, M. Parker, T. Mettler, M. Parker, A. Steinberg, A. Voelcker, A. Zentner	

### 1. Approval of Minutes

A motion was made and seconded to approve the minutes of the May 21, 2012 Program Review Committee meeting.  
Minutes of the May 21, 2012 meeting was approved unanimously as corrected.

### 2. Opening Comments from the Chair

The fall 2012 semester begins with two changes to the committee membership. Aeron Zentner will replace Aaron Voelcker who will be leaving AVC. Dr. Les Uhazy has offered to co-chair the committee following Ted Younglove's departure.

### 3. Program Review Process

Thank you to Aaron Voelcker for moving district data needed for program review reports onto the Program Review page and for moving the new annual update template onto the WEAVE Online page. Reports from faculty about using both have been limited but positive. Committee members discussed surveying district employees to solicit feedback about using the new templates.

Work on updating the program review procedures document will resume this year. Committee members discussed adding a reminder to the self-study teams to write for a broad audience. Reports are available to the public so writers should be mindful to explain abbreviations, acronyms and other terms to readers outside the division.

The committee will continue to use the comprehensive peer review forms developed last year while reviewing possible modifications. A modified annual update peer review form will be presented and reviewed at the next meeting.

### 4. Program Review Reports Status

Enrollment Services and Kinesiology, Athletics & Dance have not submitted their 2011 annual update reports. They have been encouraged to complete the reports before Thursday's Academic Senate meeting.

Peer reviews of 2011 comprehensive reports submitted in spring 2012 are resuming. Reports under peer review:

- Facilities 2011 – C. Eastin and T. Mettler
- VAPA 2011 - S. Adams and A. Steinberg
- Job Placement 2011 - S. Adams and M. Parker
- ITS 2011 - M. Parker and C. Eastin

Thank you to M. Parker and V. Beatty for completing the Outreach 2011 review.

### 5. Closing

Meeting concluded at 4:10 p.m.