



**ANTELOPE VALLEY COLLEGE
PROGRAM REVIEW COMMITTEE MEETING**

**April 15, 2013
3:00 p.m. – 4:30 p.m.
A141 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**
March 18
- 5. REPORTS**
Completed comprehensive reports: Business Services and Office of the Super/President
Reports being revised: Café, Bookstore, Veterans Affairs, and Inst Adv & Foundation
Report in peer review: CalWORKs (Fredy and Ann)
Peer review to begin: Office for Students with Disabilities (Aeron and Vicki)
- 6. ACTION ITEMS**
- 7. DISCUSSION ITEMS**
Comprehensive template 2013
Annual template 2013
Role of Program Review Committee in 2013-14
- 8. OTHER**
- 9. 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.



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April 15, 2013
Minutes

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Present: Stacey Adams, Dr. Fredy Aviles, Melanie Parker, Ty Mettler, Dr. Les Uhazy, Aeron Zentner, Carol Eastin

The meeting was called to order at 3pm.

Minutes of March 18 were approved.

REPORTS

Committee members discussed the status of the 2013 comprehensive reports. The self-studies from Business Services and Office of the Super/President have been reviewed and accepted by the committee. Both areas have been notified.

Reports from Café, Bookstore, Veterans Affairs, and Inst Adv & Foundation have been reviewed and are now making the required revisions. Revised reports are due April 18.

The CalWORKs report is in peer review.

The Office for Students with Disabilities report was recently submitted for peer review.

DISCUSSION ITEMS

Carol presented draft revisions of both the comprehensive and annual update templates. Although the committee approved a 2013 annual template, recent work on the comprehensive template prompted further review of the annual template. Committee members discussed how annual review of data assists divisions and areas in both short term and long term planning. The intent of both templates is to structure ongoing review of the data without adding unnecessary work. Committee members will review both templates before the next meeting. Final revisions will be discussed and approved on May 6.

To facilitate 2013 report writing, Aeron and Carol will write prompts for some of the template questions and will offer workshops/individual assistance to writers in the summer/fall. Committee members shared positive feedback they had received from people writing reports last fall. The templates and support offered by committee members are intended to help the staff and faculty find meaning in their data and reinforce thoughtful planning based on data.

The meeting was adjourned at 4:20pm.