



**ANTELOPE VALLEY COLLEGE
PROGRAM REVIEW COMMITTEE MEETING**

Agenda

November 4, 2013

3:00 p.m. – 4:30 p.m.

A140

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**
October 7
- 5. REPORTS**
Observations from committee members on report progress
- 6. ACTION ITEMS**
- 7. DISCUSSION ITEMS**
Committee membership structure for 2013-2014
Annual reports
Data availability and use
- 8. OTHER**
- 9. ADJOURNMENT**

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ANTELOPE VALLEY COLLEGE
PROGRAM REVIEW COMMITTEE MEETING
November 4, 2013
MINUTES

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Present: Stacey Adams, Dr. Fredy Aviles, Vickie Beatty, Dr. Meeta Goel, Melanie Parker, Dr. Les Uhazy, Carol Eastin

The meeting was called to order at 3pm.

Minutes of October 7 were approved.

REPORTS

- a. Committee members shared observations about writing their own reports and assisting others. Most reports are coming along and a few are done. It seems many programs informally survey students or other stakeholders but many do not survey stakeholders formally.
- b. The offices of VPAA, VPAS and VPSS have decided to write their comprehensive reports in that order, beginning in fall 2014 with the Office of VPAA. The offices of VPAS and VPSS will write comprehensive reports in 2015 and 2016 respectively.

ACTION ITEMS

DISCUSSION ITEMS

- a. The committee members agreed that the leadership of the Program Review Committee should be moved to a co-chair structure with the Dean of Institutional Effectiveness Research and Planning and a faculty member appointed by the Academic Senate. That would mean Meeta and Carol would be co-chairs this year. The committee decided that it is premature to enlarge the committee at this time in light of current interest in streamlining the annual update process and possible modifications in the comprehensive template. The recommendation for a co-chair leadership structure will be an action item at the next meeting.
- b. Carol will email those leading annual reviews and ask them to inform her when reports are ready for peer review by the committee.
- c. Meeta believes annual report can focus on updating goals and resource needs. Annual reports provide continuous assessment between comprehensive reports. We need to be strategic in our planning rather than reactive. Template modifications may be able to better link program review with AVC budgeting.
- d. Data was discussed. Environmental scans could be provided by DIERP. Les feels deans should be able to access the number of course sections and retention each semester or at least annually. The CCCCO Scorecard provides an overview of the program but more information is needed. Program discontinuance should be addressed by Program Review or another process; CurricUNET can be used to discontinue courses but not programs.
- e. Meeta would like a model where someone knows what's happening with each student at all times. Exit surveys would help us identify reasons for withdrawal. A First Year Experience or more sections of HD courses may help students learn college survival skills.

The meeting was adjourned at 4:30pm