



**ANTELOPE VALLEY COLLEGE**  
**PROGRAM REVIEW COMMITTEE MEETING**  
**March 3, 2014**  
**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**
- 5. REPORTS**
  - Co-chair update
  - Peer review of 2013 reports
  - Update on SPBC planning and budgeting
  - Use of program review in District decision-making
- 6. ACTION ITEMS**
- 7. DISCUSSION ITEMS**
  - Feedback about 2013 process
  - FPD workshops
- 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.



**ANTELOPE VALLEY COLLEGE**  
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**March 3, 2014 Minutes**  
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Present: Stacey Adams, Dr. Fredy Aviles, Vickie Beatty, Bonnie Curry, Meeta Goel, Melanie Parker, Dr. Les Uhazy, Carol Eastin

5. The meeting was called to order at 3:00pm.
6. Carol welcomed Bonnie Curry who was appointed to the committee in late fall 2013.
7. **OPEN COMMENTS FROM THE PUBLIC**
8. The November 4 minutes were approved.
6. **REPORTS**
  - a. The meeting on Dec 3 was cancelled due to inability to obtain quorum. An e-vote was taken and approved to recommend to MAC that a Senate appointee and the Dean of IERP co-chair the committee. This recommendation was on the Dec MAC agenda but the MAC meeting was cancelled. Carol will ask Ed Beyer to place the co-chair recommendation on the next MAC agenda.
  - b. All annual reports posted on WEAVE have been reviewed. Some were accepted. The lead author of incomplete reports was given feedback. Administrators overseeing programs who have not posted reports were notified in early Feb.
  - c. BCSED, EOPS, and Tech Ed have completed the comprehensive report and peer review process. STAR, HS and SBS have been reviewed and are making revisions to their comprehensive reports. Student Development is in peer review. The HR report has not been submitted yet.
  - d. Meeta discussed the SPBC planning process of having a strategic planning committee develop a three year strategic plan and a budget council who makes resource and budget recommendations based on the strategic plan.
  - e. Meeta distributed a draft flow chart showing Enrollment management, program review and outcome action plans informing SPBC sub-committees and said program review and the Strategic Plan are being utilized as SPBC continues its 2014-2017 planning. Additional flow charts will be shared with the committee electronically.
6. **ACTION ITEMS**
7. **DISCUSSION ITEMS**
  - a. A compilation of recommendations from the authors of 2013 reports was reviewed and discussed. Observations made by committee members during the peer review process and the compiled recommendations will be utilized to make minor adjustments to the annual and comprehensive templates for 2014 use. Meeta is evaluating data needs and data quality.
  - b. The committee discussed the value of working more with writers in the spring and fall as people begin each program review cycle. Meeta and/or Carol will begin discussions with those programs who will be writing comprehensive reports in fall 2014. Topics will include preparing for the report and how to present an argument. They will seek to attend division meeting this semester.
  - c. Program review workshops have been submitted to the FPD committee for inclusion in the 2014-2015 FPD offerings.
8. **OTHER**
9. The meeting was adjourned at 4:15pm.