

### **OXNARD COLLEGE MISSION STATEMENT**

Oxnard College promotes high quality teaching and learning that meet the needs of a diverse student population. As a multicultural, comprehensive institution of higher learning, Oxnard College works to empower and inspire students to succeed in their personal and educational goals and aspirations. As a unique and accessible community resource, our mission is to provide and promote student learning:

- Transfer, occupational, and general education, second language acquisition, and basic skills development;
- Student services and programs;
- Educational partnerships and economic development; and opportunities for lifelong learning.

Oxnard College intends to lead its community to fulfill its highest potential.

### **PROGRAM EFFECTIVENESS AND PLANNING COMMITTEE**

#### Authority

The Program Effectiveness and Planning Committee derives its authority from the Oxnard College Participatory Governance/Standing, Advisory and Ad-Hoc Committees Manual in 2010 by the Academic and Classified Senates, Associated Student Government, and OC Management.

#### Purpose

The Program Effectiveness and Planning Committee makes recommendations to the Planning and Budgeting Council on all matters related to program effectiveness and program planning. In making those recommendations, PEPC receives a Program Effectiveness Report from each program.

#### Membership

Members come from divisions and departments and are comprised of the Department Chair, Coordinator, Supervisor, or designee. In addition, all members are to have a designated alternate attend in the event of their absence. Members are to be appointed/selected annually.

Members have the following responsibilities:

- Assist their departments and/or divisions in providing PEPC with each Program's PEP by mid-November of each year
- Report information from PEPC back to their division/department
- Present the views of the division/department they were chosen to represent, not solely their own views
- Attend PEPC meetings per the schedule outlined in the Program Effectiveness and Planning Process and Timeline

#### Goals

- To oversee the coordination of the Program Effectiveness Planning Process.
- To ensure the full implementation and effectiveness of the college's program review process.
- To facilitate the continuous improvement of programs, revision of programs, introduce new programs, or provide review for the discontinuance of programs.
- To assist in aligning programs' goals with the college's mission and goals.
- To encourage that program needs identified in the Program Effectiveness Report are incorporated into the college's planning and budgetary process.
- To provide students services, instructional, and administrative units with an opportunity to assess their programs and share the results with the college. To communicate a broader understanding of programs at the college among a larger group of faculty, staff and students.
- To promote informed and constructive dialogue to increase program effectiveness and the development of education at Oxnard College.



# **Oxnard College PROGRAM EFFECTIVENESS AND PLANNING COMMITTEE**

**ORDER OF THE AGENDA  
FOR THE MEETING OF  
Tuesday, September 27, 2011  
2:00 P.M. in President's Conference Room**

- I. Call to Order
- II. Approval of Minutes from August 30, 2011
- III. AP4021 Program Discontinuance
- IV. Multi-Year Program Review Meetings and Timeline
- V. Resource Request Forms
- VI. Informational Item: Accreditation
- VII. Adjournment
- VIII. Future PEPC Meetings
  - October 25, 2011
  - November 22, 2011
  - January 24, 2012
  - February 28, 2012
  - March 27, 2012
  - April 24, 2012