



# PROGRAM EFFECTIVENESS AND PLANNING COMMITTEE (PEPC) MEETING MINUTES

**Present:** Linda Kama'ila (*co-chair*), Erika Endrijonas (*co-chair*), Michael Webb, Diane Eberhardy, Patty Mendez, Cesar Flores, Armine Derdarian, Mati Sanchez, Mike Ketaily, Jim Merrill, Bret Black, Jonas Crawford, Christiane Mainzer, Chris Horrock, Alex Lynch, Kevin Hughes, Mike Bush, Karen Engelsen, Carolyn Inouye, Carmen Guerrero, Ken Sherwood, Lisa Hopper

**Absent:** Veronica Isais, Elizabeth Lottman (*ASG Rep*)

**Guests:**

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Meeting Date: **03/25/14**

Minutes Approved: **02/25/14**

Recorded By: Darlene Inda

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**AN = Action Needed**

**AT = Action Taken**

**D = Discussion**

**I = Information Only**

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## DISCUSSION/DECISIONS

- |      |                             |      |   |
|------|-----------------------------|------|---|
| I.   | Call to Order               | I,AT | The meeting was called to order at 2:04pm   |
| II.  | Adoption of the Agenda      | I,AT | A motion was made by J. Merrill to adopt the agenda, L. Hopper seconded, and there was a question regarding "Anthropology" being on the agenda as not all the members reviewed the PEPR. It was decided to remove it from the agenda and have it on next month's agenda. <i>The agenda was then accepted unanimously.</i>   |
| III. | Public Comment              | I    | None  |
| IV.  | Approval of Meeting Minutes | I,AT | The committee reviewed the meeting minutes of January 28, 2014. B. Black moved to approve the minutes, C. Mainzer seconded and <i>they were approved with refinements.</i><br><br>I C. Guerrero commented that when the email went out with the list of programs to be evaluated, only the PEPRs were attached and she raised concern that everyone would only read the PEPRs and not the data that is also on Share Point. It was decided that at next go around, only an email with the programs to be evaluated and the link to the PEPRs and data on SharePoint will be sent out. |
| V.   | Resource Requests           | I    | E. Endrijonas passed out the packet of the resource requests that were uploaded and mentioned that it may   |

\*Handout

PEPC Minutes (02/25/14)

not be all of them as not everyone uploaded their requests. The question came up whether it was specific enough at the last meeting that the requests were due along with the PEPRs. E. Endrijonas suggested that everyone upload their resource requests that haven't done so and Darlene will put together a categorized spreadsheet of all the requests and bring it to the next meeting so action can be taken and then it will go to PBC. She added that PEPC doesn't rank the resource requests rather they are vetted at this committee.

## VI. PEPR Review

I L. Kamaila discussed last year's process of going around the table so that each person could discuss the program and provide their score. Those that scored a program low (1 or 2) discussed their reasoning and those programs that scored high (5) didn't have to elaborate much. Those that were 3 or 4 were more agreeable with other comments. She asked that this committee follow the same process.

I,D The committee went around the room and provided and discussed the ratings for each of the following programs:

### **ADS**

***Average Rating: 3.83***

Comments: None

### **ASL**

***Average Rating: 3.42***

Comments: E. Endrijonas spoke about Section 5.1 and a comment that was made in the PEPR regarding an issue with productivity in the program and raised concern as to why she was only made aware of this through the PEPR and why it wasn't brought to her attention sooner.

### **Athletics**

***Average Rating: 3.72***

Comments: L. Kamaila said the more a program is out there explaining items within their program other than just this committee, it helps rate the program even better.

### **Auto Body**

***Average Rating: 3.68***

Comments: None

### **Child Development**

#### ***Average Rating: 3.21***

Comments: D. Eberhardy provided a rating of (2) and commented that her concern was regarding the limited advisory committee, number of AS degrees and certificates (she didn't see it stated).

### **Coastal Environmental Sciences**

#### ***Average Rating: 3.79***

Comments: L. Kamaila provided a rating of (5) and commented that the program really made strides in retention and success while improving productivity in a science and getting students to travel in a science. J. Merrill also commented since he rated a (5) that he agreed with L. Kamaila's comments and also noted he was impressed that they have changed their methodology to bring about improvements.

### **Communication Studies**

#### ***Average Rating: 3.78***

Comments: Although L. Kamaila rated the program a (4), she stated that they need to find a way to offer larger survey courses which are available at many other campuses in the discipline so that some of their courses can be larger than thirty.

### **Culinary Arts**

#### ***Average Rating: 3.68***

Comments: E. Endrijonas said the reason for her rating of (3) is she didn't feel there was enough analysis. L. Kamaila gave the program a (3) as well and agreed with E. Endrijonas' comments but added she liked that they were showing the influence of their advisory committee and talking about the connections to the local hospitality industry. E. Endrijonas added a comment that in the PEPR it stated having evening labs would improve the program and she didn't understand how that would help and also said there is money in the budget to expand the program. L. Kamaila commented that we should have a box in the PEPR that asks those who received extra funds to expand their program, what they did and how it fit into their program plan.

### **Economics**

#### ***Average Rating: 3.32***

Comments: B. Black made a comment regarding the Math 111 prerequisite which he's happy about, however his concern is that in name only because they

have a waiver in place. He suggested making the next higher math course a waiver.

**English**

***Average Rating: 3.56***

Comments: None

- I The committee discussed the next meeting and how many to review. E. Endrijonas suggested reviewing (15) at the March meeting. Her goal is to review the last five programs, wrap up the process and review the results of the committee appraisal.
  
- VII. Accreditation
  - I E. Endrijonas said at the January commission meeting, the ACCJC has put forth revisions to the accreditation standards and are open for comment between now and the end of April. The standards are up on the website as well as a comment form. She spoke about the interesting as well as good changes to the standards. We have to submit our self-evaluation in time for our October 2016 visit. Good news is we don't have to do anything between now and then other than turn in our annual report. She suggested everyone to go online and look at the standards.
  
- VIII. Adjournment
  - I, AT The meeting adjourned at 3:30p.m.
  
- IX. Future PEPC Meetings
  - I
    - o March 25, 2014
    - o April 22, 2014
    - o May - TBD