



PROGRAM EFFECTIVENESS AND PLANNING COMMITTEE (PEPC) MEETING MINUTES

Present: Dr. Erika Endrijonas (*co-chair*), Robert Cabral (*co-chair*), Graciela Casillas-Tortorelli, Jim Merrill, Bret Black, Yong Ma, Paul Houdeshell, Andrew Cawelti, Carmen Guerrero, Lisa Hopper, Mary Pinto-Casillas, Christina Tafoya, Carolyn Inouye, Chris Horrock, Patricia Mendez

Guests: Gail Warner

Meeting Date: **08/30/2011** Minutes Approved: **04/26/2011** Recorded By: Darlene Inda

AN = Action Needed AT = Action Taken D = Discussion I = Information Only

DISCUSSION/DECISIONS

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|------|---------------------------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I. | Call to Order | AT | The meeting was called to order at 2:09 p.m. |
| II. | Approval of Minutes | AT | The Committee reviewed the meeting minutes of March 22, 2011. Jim Merrill moved to approve the minutes, Yong Ma seconded, and <i>the motion carried unanimously.</i> |
| III. | Three-Year Program Review | I,D | R. Cabral stated the ambition of PEPC is to identify the programs that are going to undertake the program review process starting in September. E. Endrijonas stated that she originally thought the programs should randomly be chosen, however, some are coming forward volunteering to do their program reviews. She added that next year, the programs chosen will have an in depth analysis and the others will update their program review from last year. She asked the Committee if anyone wanted to volunteer. The instructional divisions listed below will take part in the in depth program review process next year: <ul style="list-style-type: none">• Career & Technical Education – Business, Fire Tech & Auto Body• Math/Science/Health/PE/Athletics - Math and Physical Science• Liberal Studies - English, Philosophy, Economics |
| | | I,AN | E. Endrijonas stated that she and Lisa Hopper have discussed the data they will be working on over the summer and added that Financial Aid for the Fall, now requires a major, which should provide some good data. |

She and Lisa will look at course completion rates and section level, time of course, etc... E. Endrijonas stated that she will talk with Admission and Records on how to go about enrollment management.

I R. Cabral asked if the form for the three-year plan needs to be vetted at the next meeting on August 30th or does it need to be done sooner? E. Endrijonas stated that the form doesn't need to go through that process as it's not going to be much different and said that it's a lot of the same questions, distilled down to the mean that needs to be justified for any sort of resource request. She added that the current format is one that everyone agrees with.

IV. Guiding Principles

I,D R. Cabral spoke briefly about the Guiding Principles handout and stated that the document needs to be reaffirmed so it can be presented to PBC. C. Guerrero asked about the word "elective" and after a brief discussion, it was decided to leave it as is.

AT A motion to reconsider the existing Guiding Principles document was moved by A. Cawelti, seconded by M. Pinto-Casillas, and *the motion carried unanimously*. R. Cabral will bring this document to the next PBC session as a reaffirmed document which will carry through 2012.

V. Resource Requests

I,D E. Endrijonas stated that it appears there was some confusion regarding the task and that some people thought they were to rank the resource requests within their own group. There was a discussion on the process and the issue of staffing came up. E. Endrijonas stated that everyone should be ranking items that are over and above what the departments currently have. C. Guerrero stated that she heard from the President that when someone retires, he looks at the PEPC form to see if there was even a request for replacement and if not, it goes back in the pile. E. Endrijonas stated that PEPC will send forward these requests and requested that it is noted that untimely retirements for departments will be addressed.

I A. Cawelti stated that many of the items on the resource request list will be funded by PERKINS. E. Endrijonas stated that PERKINS is not a guarantee and that a lot of the items should be paid for by the College. She added that anything that is covered by PERKINS should be in your resource request, just in case it gets pulled.

I,AT C. Inouye talked about PBC's process and suggested that PEPC look at some of the categories and group them together. After a discussion within the Committee, the following categories were decided on and it was requested to highlight those which were coded H&S:

- Personnel
- Instructional/General Supplies
- Equipment
- Facilities

E. Endrijonas stated that the above will be ranked within each category by each department and then we'll do an average of each area and present that list to PBC. She made a suggestion that going forward to next year, departments should include in their program review, what their resource needs are and choose 1 or 2 items that are most important to the program. She added that Accreditation requires that if there is money, there has to be a demonstrated need and that you were going to achieve something with the resource. She added that if the need has been demonstrated but was not one of the items chosen, it can still be funded.

I E. Endrijonas requested that everyone send all their refinements to the spreadsheet to D. Inda by the next morning and she will then send out the revised spreadsheet by tomorrow afternoon.

VI. Informational Item:
Accreditation

I E. Endrijonas stated that the first draft of the report will go out by the end of August to go on the September Board agenda. She added that program review is one of the items. The report is going out to the campus community over the summer for review and the more information and feedback, the better.

VII. Adjournment

AT The meeting adjourned at 3:47 p.m.

VIII. Future PEPC Meetings

I ○ August 30, 2011

E. Endrijonas proposed August 30, 2011 as the next meeting in order to engage in all of these items in the Fall to keep in line with the budget process. R. Cabral asked the Committee members if anyone will not be returning to PEPC in the Fall. Y. Ma stated that Christiane Mainzer will be taking her place. A. Cawelti and M. Pinto Casillas stated that someone else will be taking their places as well but it is undecided yet on who.