



# PROGRAM EFFECTIVENESS AND PLANNING COMMITTEE (PEPC) MEETING MINUTES

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

**Absent:** Armine Derdarian (proxy Diane Eberhardy), Jonas Crawford, Cesar Flores, Carolyn Inouye, Carmen Guerrero (proxy Gail Warner)

**Guests:**

Meeting Date: **01/28/14**      Minutes Approved: **11/26/13**      Recorded By: Darlene Inda

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

**DISCUSSION/DECISIONS**

- |      |                             |      |   |
|------|-----------------------------|------|---|
| I.   | Call to Order               | I,AT | The meeting was called to order at 2:03p.m.   |
| II.  | Adoption of the Agenda      | I    | A motion was made by L. Hopper to adopt the agenda, C. Mainzer seconded, and <i>the agenda was accepted unanimously.</i>  |
| III. | Approval of Meeting Minutes | I,AT | The committee reviewed the meeting minutes of October 22, 2013. B. Black moved to approve the minutes, D. Eberhardy seconded and <i>they were approved with refinements.</i>  |
| IV.  | Public Comment              | I    | None  |
| V.   | Report for Plenary          | I    | L. Kamaila said the State of California lost 400,000 students in the last two years going from 2.6million to 2.2 million, and said we may lose another 100,000 before it flattens out. Repeatability, prerequisites, and unduplicated headcount were the major reasons why students went down. E. Endrijonas talked about the audit policy here at the district and how it is at other districts/schools. L. Kamaila talked about unit caps and said we may see some decline in total headcount and productivity as you can't have a fee based and credit class at the same time. |

\*Handout

- VI. Confirmation of Membership I L. Kamaila asked the committee to review the sign-in sheet to confirm membership.
- VII. Faculty Priority Rankings I Linda passed out the Faculty Ranking\* spreadsheet for the committee to review. Some of the ratings were entered into the spreadsheet incorrectly due to the addition of the CRM position. The committee reviewed each of their ratings and turned them back in to double-check the spreadsheet. D. Inda will fix the spreadsheet and re-send. In reviewing the spreadsheet it was recommended to have totals for each program with the lowest score equaling the highest rated program. The committee briefly discussed the ratings for each program.
- I L. Kamaila spoke about the FON# and replacing retirements and transfers. She said that Deborah LaTeer and Brian Fahnestock at the district reported their projections for retirements and rehires, and said there were quite a few. They encouraged the campuses to get their positions into ORAP as a pending request but said when discussed at Chancellor's Cabinet, none of the President's wanted to do it as they didn't want to waste time when there are no positions to hire. It was decided that they want to hire replacements.
- VIII. Program Review Status Update I L. Kamaila stated the data for the next program review cycle has been put up on SharePoint with the exception of success rates for the semester because we don't know those yet. The PEPR forms will be up on Share Point next week, which will be a fillable form. She handed out the instructions for the PEPR forms and said that in addition to the data that Lisa Hopper provided, she pointed everyone to the scorecard and Chancellor's data mart as well as looking up information on elumen. She also put together a FAQ and handbook. She said the due date for the PEPRs is February 20, 2014.
- E. Endrijonas stated that Legal Assisting, Coastal Environmental Studies, ASL, ESL, Music, Auto Technology, Television, and Dental Assisting have yet to do a Multi-Year Program Review. She said in order to establish a 3-year process those who haven't done one need to do one. A. Lynch offered Auto Technology for a multi-year program review.

- IX. Accreditation
- I E. Endrijonas said at the CIO's conference John Nixon went over to get feedback from CIO's regarding the new standards. The first year they go in effect is 2016. The good news with the new standards is if they stick to the current format, it's simplified. Mission is really important right now and the real emphasis on the mission is that it's not enough to say we reviewed our mission we have to make sure the mission we crafted actually reflects what we're doing and when we write our next evaluation we need to provide the evidence of how we meet it. She talked about mission statements and making sure they are concise and can be proven. Standard II is changing, Standard III is the same, and Standard IV is four parts, but very clearly defined role for board members.
- X. Adjournment
- I, AT The meeting adjourned at 3:13 p.m.
- XI. Future PEPC Meetings
- I
- o January 28, 2014
  - o February 25, 2014
  - o March 25, 2014
  - o April 22, 2014
  - o May - TBD