



PROGRAM EFFECTIVENESS AND PLANNING COMMITTEE (PEPC) MEETING MINUTES

Present: Erika Endrijonas (*co-chair*), Linda Kama'ila (*co-chair*), Michael Webb, Robert Cabral, Patty Mendez, Armine Derdarian, Mati Sanchez, Tami Crudo, Jim Merrill, Bret Black, Jonas Crawford, Christiane Mainzer, Kevin Hughes, Chris Horrock, Mike Bush, Karen Engelsen, Carolyn Inouye, Ken Sherwood, Carmen Guerrero, Lisa Hopper, Connie Campos, Lucas Zucker (ASG Rep),

Absent:

Guests: Gail Warner

Meeting Date: **02/26/13**

Minutes Approved: **01/22/13**

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 | I,AT | The meeting was called to order at 1:02p.m. |
| II. | Adoption of the Agenda | I | No additions/changes to the agenda. |
| III. | Approval of Meeting Minutes | I,AT | The committee reviewed the meeting minutes of November 27, 2012. R. Cabral moved to approve the minutes, B. Black seconded and they were accepted unanimously. |
| IV. | Public Comment | I | No comment. |
| V. | PEPR Forms, Process and Timeline | I | PEPR forms are due March 8 th . L. Kama'ila stated that all data is currently up runs through the 4 th week of Fall. ARC data will be there as well and she can also put up the data from the other colleges if wanted. She talked about scorecard and will need to made public and tied to the homepage. She added that most of our programs according to ARC data are average or slightly above average. She said that last year there were a couple problems as people filled out their forms but didn't pull out the right statistics so it didn't make a lot of sense, so she wants everyone to read them and be familiar with the data. |
| | | I | L. Kama'ila spoke about the financial piece of the PEPR and said there will be a Dean's form to discuss. |

I As far as reviewing the PEPR's she first recommended to start alphabetically, however, J. Merrill expressed concern that if it was done that way, extensive review would be done in the beginning and by the end of reviewing the forms, it could end up only being a quick review. It was agreed amongst the group to pick randomly who to review. The group also discussed ranking 0-4 or A-F. L. Kama'ila would like everyone to read, score and comment on the program review reports between March and April. We will then discuss the scoring and if you want to change the score then, you can. She added that all comments will be noted in the minutes and anything said about a program should be said publicly so it makes it in the minutes. She is skeptical about being able to get it all done in 2 hours and it was recommended to possibly have a longer meeting. She added that each program will have 10 minutes to present their program review and we should be able to provide a score afterwards.

I L. Kama'ila stated that multi-year program reviews will be done sometime in May, after all the annual reviews have been completed. The committee reviewed and discussed the multi-year form and addressed a few areas they needed clarification on. E. Endrijonas noted that program reviews will not be done on any programs that have been discontinued.

I,AN E. Endrijonas stated for the next meeting, we will review the rubric and figure out the best rating method as everyone will have already started the process of their own program reviews.

VI. Accreditation

I E. Endrijonas said the follow-up report for Oct15th for our college will be on our planning agendas and all 7 recommendations providing an update on what we submitted in 2011. After our most recent visit, the Commission could change our status to "Warning" or may continue to keep us on "Probation", but she doesn't see any reason why they would take us down to "Show Cause". We should know within the week.

VII. Adjournment

I,AT The meeting adjourned at 2:43p.m.

VIII. Future PEPC Meetings

- I
 - o February 26, 2013
 - o March 26, 2013
 - o April 23, 2013