



# PROGRAM EFFECTIVENESS AND PLANNING COMMITTEE (PEPC) MEETING MINUTES

**Present:** Erika Endrijonas (*co-chair*), Linda Kama'ila (*co-chair*), Michael Webb, Robert Cabral, Armine Derdian, Mati Sanchez, Tami Crudo, Jim Merrill, Bret Black, Jonas Crawford, Chris Mainzer, Chris Horrock, Kevin Hughes, Alex Lynch, Mike Bush, Carmen Guerrero, Ken Sherwood, Lisa Hopper,

**Absent:** Karen Engelsen, Patty Mendez, Carolyn Inouye, Connie Campos, Carlos Gonzalez (ASG Rep)

**Guests:** Gail Warner, Joe (ASG)

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Meeting Date: **03/26/13**

Minutes Approved: **02/26/13**

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 2:00 p.m.  |
| II.  | Adoption of the Agenda      | I    | No additions/changes to the agenda.   |
|      |                             | I    | R. Cabral talked about "March in March" and L. Kama'ila talked about the video on you tube.   |
|      |                             |      | It was also mentioned that a former OC student Linda Fortious passed away who was extraordinary and had become a technical writer.  |
|      |                             |      | Joe (ASG student) said that (40) students signed up to go to March in March. He also requested to allow the students to use their skateboards from the bus stop to the library only, but not during finals or midterms. R. Cabral said this was brought up and discussed at CUDS and the committee is currently looking into it and the liability issues. |
| III. | Approval of Meeting Minutes | I,AT | The committee reviewed the meeting minutes of January 22, 2013. C. Mainzer moved to approve the minutes, R. Cabral seconded and <i>they were approved unanimously.</i>  |

IV. PEPR Deadline

I E. Endrijonas said that she was approached by faculty regarding their workload and requesting to extend the PEPR deadline. She said that this can be done but we would need to have an additional meeting then which would be late in April because we need to have time to talk about how we are doing the rating and still need to have meetings of actual ratings. The general consensus of the group was to have an **additional** meeting on April 30<sup>th</sup>. This will extend the deadline for the PEPRS now to March 22<sup>nd</sup>.

V. District Master Plan Focus Group

I E. Endrijonas, K. Hughes and J. Lulejian were the co-facilitators. K. Hughes did a “SWAT” (Strengths, Weaknesses, Opportunities, and Threats) analysis and informed the committee that they will break up into groups for the six topics listed on large post-it’s throughout the room. He added that each group will discuss the question, provide thoughts and brainstorm and write their responses on the post-it. After the group discussed the topics all together, they were each given (3) dots to place on the responses/comments they felt were most important amongst the six topics.

The (6) different key questions were asked on each large post-it boards:

1. In light of rapid technological advancement and increased options available for students on both the state and national level, what do we need to do to remain competitive in the online arena?
2. Is there anything about our relationship with our educational partners that could be improved or that needs to change?
3. In light of proposed unit caps and penalties for unsuccessful course attempts, what might be done in order to decrease course withdrawals and failing grades?
4. In light of increase state and national emphasis on student completion, what might be done in order to create clear pathways to degrees, certificates, and transfers?
5. What must we do to retain organizational vitality?
6. What should be the relationship of the 3 colleges in the district to one another?

Following the process, E. Endrijonas asked everyone if there was something that didn’t come out that should have and a few people had some additions. She thanked everyone for their participation.

- VI. Accreditation
  - I E. Endrijonas said that we didn't know our status last time at the last meeting, but we are now fully accredited and are currently working on the follow-up report. This will be an update to the 5 recommendations and a report out on the other two. She will pull together a draft and the District's draft of recommendations and will put together in one document. It will be sent out to the community and there will be an accreditation forum as well as surveymonkey in case someone can't make it to the forum.
  
- VII. Adjournment
  - I,AT The meeting adjourned at 3:50p.m.
  
- VIII. Future PEPC Meetings
  - I
    - o March 26, 2013
    - o April 23, 2013
    - o April 30, 2013 (*additional meeting*)