



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, Christiane Mainzer, Kevin Hughes, Alex Lynch, Karen Engelsen, Carolyn Inouye, Carmen Guerrero, Lisa Hopper, Ken Sherwood, Chris Horrock

Absent: Connie Campos, Carlos Gonzalez (ASG Rep), Mike Bush

Guests: Gail Warner

Meeting Date: **04/23/13** Minutes Approved: **03/26/13** 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 2:06 p.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 February 26, 2013. J. Merrill moved to approve the minutes, R. Cabral seconded and <i>they were approved as amended unanimously.</i> |
| IV. | Resource Request Form | I | L. Kama'ila presented the Resource Request form* and said it's already been blessed by PBC. She pointed out the only change from last year's form was the reference to SLO's. She added that one form needs to be completed for each request and also said this isn't the only time of year this form can be submitted. These forms will not be ranked at this committee and will be done at PBC. E. Endrijonas added that PEPC will compile them and break into categories as previously done. The due date for the resource request form(s) is Friday, April 19 th to allow time to create the spreadsheet for the April 23 rd meeting. |
| V. | PEPR Rating Form | I | L. Kama'ila presented the PEPR Rating form* and said the scale can be changed if needed and recommended not using decimal points. She reviewed the following ratings: 5 – program is stellar, 3 – average, and 1 – not getting at all what program is doing. She asked everyone to bring paper copies of the forms to the next |

*Handout

two meetings so that you can change your score if needed during the process as the PEPR could have been read one way and interpreted another way during the presentation. She also said that if the faculty from the program(s) presented, want to attend the meeting they are welcome to do so. E. Endrijonas said once all the forms have been finalized, a spreadsheet will be put together that gives the numerical data along with the narrative comments and will be uploaded to SharePoint.

VI. Discussion: Process to discuss/rate PEPRs at **two** upcoming PEPC meetings (4/23 & 4/30)

I, D The committee discussed how the final evaluations will be compiled and it was decided that Darlene will collect all of them for each program, scan, and upload them. L. Kama'ila added that names will be on the forms and it will not be anonymous. E. Endrijonas said by having a more robust discussion this year on how we came to a certain number, it will help us implement the steps for next year. As for the process, E. Endrijonas suggested that we go through the list and decide on (14) programs for each meeting, send out the list for the meeting on the 23rd and 30th so everyone knows what needs to be read by when.

J. Merrill asked if there would be a summary and L. Kama'ila responded that a summary would be a step forward for this committee. E. Endrijonas added that rating for CTE programs vs. other programs will be treated the same when rating.

The groups were given until Friday to clean up the folders where the PEPRs were downloaded, before everyone goes in and reads them. It was also recommended and the general consensus of the committee to do the PEPR form in Word next year with the hopes that the characters can still be maxed out at 250 words.

L. Kama'ila said she and E. Endrijonas will look on SharePoint and identify the first (14) programs to be reviewed and will send an email out to read by the 4/23 meeting.

I E. Endrijonas commented on the Resource Request form and said if you have something related to licensing (SPSS or turnitin.com, Skills Tutor, elumen, etc.) there is no need to do a resource request form as they are licenses and will automatically renew.

- VII. Accreditation
 - I E. Endrijonas stated the DRAFT of the college's response for the midterm report went to President's cabinet to get feedback. She will make corrections if any and put it with the district's response to distribute to the campus. She added that a survey will be sent out as well as an Accreditation forum being held on 4/24. The feedback will be given back to the District by May 1st for DCAP. She said you will have both an online and in person opportunity to provide feedback.
- VIII. Adjournment
 - I, AT The meeting adjourned at 3:30 p.m.
- IX. Future PEPC Meetings
 - I
 - o April 23, 2013
 - o April 30, 2013 (*additional meeting*)