



PROGRAM EFFECTIVENESS AND PLANNING COMMITTEE (PEPC) MEETING MINUTES

Present: Robert Cabral (*co-chair*), Patricia Mendez, Gail Warner, Jim Merrill, Lisa Hopper, Mati Sanchez, Christina Tafoya, Chris Horrock, Christiane Mainzer, Marji Price, Linda Kamaila, Graciela Casillas-Tortorelli, Carmen Guerrero

Absent: Maria Pinto-Casillas, Jonas Crawford

Guests:

Meeting Date: **04/24/2012** Minutes Approved: **03/27/2012** 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 2:09 p.m. |
| II. | Public Comment | I | No Comment |
| III. | Approval of Minutes | I,AT | The committee reviewed the meeting minutes of February 28, 2012. M. Price moved to approve the minutes, C. Mainzer seconded and <i>the motion carried unanimously.</i> |
| | | I,AT | C. Guerrero asked about her membership and whether or not she's included as a member. R. Cabral stated that she has input and votes, therefore she should be a standing member of the committee. He added that G. Warner should be a voting member as well. All committee members accepted having both Carmen Guerrero and Gail Warner as standing members. |
| IV. | Final Draft Program Review Form | I | R. Cabral discussed the finalized draft of the annual program review form which included the AP4021 metrics with refinement and other additional refinements from the last meeting. He talked about the email he sent out to everyone stating that he feel there were going to be a lot of changes so he instructed faculty to start using the form. |
| | | I | The committee reviewed the document and made the following additional changes: <ul style="list-style-type: none">• Title: Annual Program Effectiveness & Planning Report 2011-2012. |

- #3: Change to read “Fall Staffing 2011”
- #6c: Remove “What recommendations for improvement or enhancement did the committee offer?”
- #6e: insert “or advanced” after the word “employment”.
- #9b: “if available” will have parenthesis around it and be in italics; (*if available*).
- #11: Remove entirely.
- #12 becomes #11. (Not applicable Spring 2012, metrics to be developed by PBC) will be added after “Cost of Program”.
- #13 becomes #12 and will read Executive Summary of Findings and Plan.
- Page 5 – remove *From AP4021*.

I J. Merrill stated that we don’t want this document to lead towards the resource request. R. Cabral responded that it’s going to be reliant on the narrative.

I J. Merrill asked about the cost of the program and how we can get this information. R. Cabral responded that it became apparent at PBC that for us to understand what we are going to do with our programs is how to assess the true cost and you would have to look at every single source which would take some time. G. Warner mentioned that Sue Johnson stated at PBC that they could get the data. R. Cabral responded that Sue’s office has the capability to give us the longitudinal information through their modeling system but for them to start we need to tell her what we are trying to measure and PBC isn’t even there yet so we can’t address it here at PEPC. He added that PEPC will charge PBC to provide a model of the program costs.

I,AT R. Cabral asked for a motion to accept the document with refinements. C. Mainzer made the motion, M. Price seconded, and the motion was accepted unanimously.

V. Program Review Timeline

I R. Cabral stated that he had a discussion with Erika as to when these would be due and they decided on April 20th. He said that it gives everyone 3 ½ weeks and asked if anyone had issues with this timeline. Faculty will have them to the Deans by April 20th and the Deans have until April 23rd to upload them to SharePoint.

I R. Cabral said that not only are we agreeing on the form but we are agreeing to do program reviews of every program and still have someone review these reports and then come up with some kind of method to rank each program, so we have some sort of list to provide to PBC to allow them to make recommendations on programs. M. Price asked if that is really the charge of PEPC. R. Cabral responded that in his opinion that's not the position of PEPC to rank the programs but we should be able to assess them in a way that someone could make judgments on them.

VI. Discussion on Program Review Matrix

I R. Cabral passed out a suggested matrix rubric and J. Merrill questioned some of the items and needed clarification. His questions were regarding sufficient resources and being judged for not having enough staff. He also stated that he doesn't have the data to support the program success question.

I L. Hopper said there are two supplemental items; 1) spreadsheet that has majors, awards for transfer, and general studies discipline specific, 2) transfer associate awards – if your program is one that has a transfer degree in process it would be something to mention.

I,D R. Cabral stated that we have to get to the point where if the President has to make a decision on a program, he has some type of instrument to follow. C. Horrock feels that we need to have some numbers to rate by. L. Kamaila stated that she would want to know if there is something out there that rated her program low. R. Cabral said that he's sensing that we need some type of measuring device are willing to test the waters with something. He will meet with Erika and work with the same form to refine the rubric and with the committee's permission, he would like to take it to Dean's Council and then bring back a working draft to PEPC.

VII. Committee Feedback and Evaluation Forms

I No Update

VIII. Informational Item: Accreditation

I No Update

IX. Adjournment

AT The meeting was adjourned at 4:18 p.m.

X. Future PEPC Meetings

- I
 - o April 24, 2012
 - o May 8, 2012