



# 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, Mike Bush

**Absent:** Connie Campos, Carlos Gonzalez (ASG Rep)

**Guests:** Gail Warner

Meeting Date: **04/30/13**

Minutes Approved: **04/23/13**

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 2:04 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 March 26, 2013. J. Merrill moved to approve the minutes, B. Black seconded and <i>they were approved unanimously.</i>  |
| IV.  | Program Review and Rating   | I, D | The group briefly discussed how to rate the program review feedback forms and R. Cabral expressed that there should be somewhere all the comments will be memorialized and L. Kama'ila stated all the forms will be scanned by program and uploaded to SharePoint. The committee went around the room and discussed the following programs, provided comments and stated their rating: |

### ADDICTIVE DISORDERS STUDIES:

*Average Rating: 3.82*

*Comments:*

- Good student retention, success, and productivity. Strong demand as students are getting jobs in the field.
- Single person faculty. Not as many completion and course outlines. Seems like so much is getting done by one person.
- Good number of AS degrees granted.

### **CULINARY RESTAURANT MANAGEMENT:**

*Average Score: 3.72*

*Comments:*

- Demand is strong for program, student success and retention and above average. Providing service to campus. Despite cuts – performing excellent.
- Food Quality and Service are most important.
- PEPR wasn't well explained. Vibrant advisory committee.

### **FIRE ACADEMY:**

*Average Score: 4.29*

*Comments:*

No Comments

### **FIRE TECHNOLOGY:**

*Average Score: 4.12*

*Comments:*

- Impressed with connection to the community.

### **ADMINISTRATIVE ASSISTANT:**

*Average Score: 3.33*

*Comments:*

- Not convinced about retention rates, program success confusing and inadequate analysis.

### **ANTHROPOLOGY:**

*Average Score: 4.06*

*Comments:*

- Given “kudos” for early and frequent assessments and huge WSCH to FTES.
- Good analysis done and liked faculty commitment to student success and ways to help students.
- Productivity went up and stayed up.
- Number's and retention incredible and discussion about SLO great, but one thing lacking in report was the potential to grow the program and no mention of how many majors, certificates, and awards.

### **AMERICAN SIGN LANGUAGE:**

*Average Rating: 3.50*

*Comments:*

- Non-substantial comments. Written in defensive tone. Not mentioned in the PEPR how the program is needed in this community.
- Challenges in getting stronger enrollments in advanced classes and what efforts are being done

to ensure that level 3 and 4 classes thrive.

- Concern about transfer institution which only accept eleven units of lower division prep.

### **AUTO TECHNOLOGY:**

*Average Rating: 4.00*

*Comments:*

- Classes are always full. Problem hanging onto students because they get jobs right away. Demand is greater than what's available. Strong Advisory Committee that uses it the way it's supposed to be.
- Meets mission of the college and district. From fall 2011-12 had 42% drop in enrollment, lost instructor and instructional lab technician, and had to drop classes for NATEF certification. Lab facilities are tremendous. They need a FT instructor or coordinator. For program to be 100% successful – they need more support.
- Not clear based on PEPR what skills are being taught and what will come out of the class.
- Completion rate for Associates program not increasing.

### **CHILD DEVELOPMENT:**

*Average Rating: 3.22*

*Comments:*

- Missing labor data and advisory committee information.
- Need more data (i.e. wage, SLO report, assessment by course).
- A lot of potential in program but could have been presented better.

### **DENTAL ASSISTING:**

*Average Rating: 3.47*

*Comments:*

- Concern about change in curriculum from 2 to 1 semester.
- Title 9 issues mentioned and how is it addressed?

### **DENTAL HYGIENE:**

*Average Rating: 4.00*

*Comments:*

- Only program that has 100% licensure and passage rate. Excellent reputation.
- Program is solid.

### **HISTORY:**

*Average Rating: 3.38*

*Comments:*

- High FTES.
- Not a good discussion in report why data is missing. Discipline dialogue needs to be better. Mission SLO data. Encouraged to do more with clubs like Sociology and Philosophy.

### **MATH:**

*Average Rating: 4.06*

*Comments:*

- Suffers in success rate and lacked in sense of what is being done to help. There was a mention of STEM but no mention of what is being done to help increase numbers.
- SLO needs to be tuned up.
- Faculty works together to address issues. Whole redesign of math department. Addresses issues despite reductions in resources and class sections.
- Faculty is very innovative.
- More commitment to developmental levels of math.

### **PHILOSOPHY:**

*Average Rating: 4.00*

*Comments:*

- Evaluate type of tutoring needed so the students know what to tell the tutors (more prescriptive).
- Wants prescription pad for faculty to give students.
- Productivity is good and it is a model program.

### **SOCIOLOGY:**

*Average Rating: 3.50*

*Comments:*

- Appreciates energy put into Sociology club. Concerns about explanations within PEPR.
- On top of curriculum and got all descriptors done. Participation is great.
- 11% below college average in success.

### **TV, FILM AND MEDIA ARTS:**

*Average Rating: 2.88*

*Comments:*

- A lot of potential and good retention. Advisory committee meeting superficial and outreach needs to be stronger.
- Issues with SLO assessment. Attempting to recruit students. Need to improve completion rates.

- Potential is huge and demand as well. Wage is really good and labor is there. When students come, they do well but there's not enough engagement. Faculty need to be seen.

**COASTAL ENVIRONMENTAL STUDIES:**

*Average Rating: 3.89*

*Comments:*

- Program doing well and has high retention rate. SLO work is done really well.
- Concept good but classes aren't being filled.
- Program is mixture of all the physical and environmental sciences.
- WSCH to FTES is good as well as enrollment.
- Success rate isn't good but enrollment is.
- Looking at prerequisite or advisory to bring up skills.

**PHYSICAL SCIENCES**

*Average Rating: 3.94*

*Comments:*

Very challenging to evaluate and would get better feedback if they were individualized.

Eventually program will have their own AA-T's.

Overall comments regarding the process were PEPR's should be separated out for all disciplines. L. Kamaila stated that no program received a 1 and only 4 programs received a 2. Everyone was general agreement on scoring.

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|---------------------------|-------|--|
| V. Accreditation          | I     | E. Endrijonas stated that tomorrow is the Accreditation forum from 9am-11am and if anyone is unable to make it, she will have a PowerPoint and encouraged everyone to fill out the survey done on survey monkey. The next report is due October 15 <sup>th</sup> . |
| VI. Adjournment           | I, AT | The meeting adjourned at 4:12 p.m.   |
| VII. Future PEPC Meetings | I     | o April 30, 2013 ( <i>additional meeting</i> )   |