



PROGRAM EFFECTIVENESS AND PLANNING COMMITTEE (PEPC) MEETING MINUTES

Present: Robert Cabral (*co-chair*), Erika Endrijonas (*co-chair*), Patty Mendes, Gail Warner, Carmen Guerrero, Lisa Hopper, Alex Lynch, Robert Cabral, Marji Price, Linda Kamaila, Jim Merrill, Chris Mainzer, Mati Sanchez, Erika Endrijonas, Chris Horrock, Graciela Casillas-Tortorelli, Bret Black, Christina Tafoya, Carolyn Inouye

Absent:

Guests: Tami Crudo

Meeting Date: **04/30/12** Minutes Approved: **04/24/12** 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 2:06 p.m.
- II. Public Comment I No Comment
- III. Approval of Minutes I,AT The committee reviewed the meeting minutes from March 27, 2012. C. Mainzer moved to approve the minutes, M. Price seconded and they were accepted with refinements and two abstentions.
 - I M. Price requested that the discussion regarding membership be added to the minutes.
- IV. PBC Guidelines I R. Cabral said that a draft has gone to Academic Senate as an informational item and will go back to PBC at the May 2nd meeting.
 - I R. Cabral stated that PBC followed up on the guidelines from 2009 and proposed that the suggested guidelines stay at the 10,000 ft. level. There were some improvements and the guidelines now are more objectives which include the goals as well.
 - I L. Kamaila said that when the document came to Senate the only changes were to hiring and ratings vs. rankings.
 - I R. Cabral said that from the discussion at PBC regarding the guidelines, the general theme from PBC members was to make sure that PEPC does the program review but also deliver to PBC some type of

rationale for ranking, assessing, or scoring for them to use as a decision making tool if put in that position.

V. PEPR Follow-Up

I R. Cabral stated that everyone is doing great with their PEPRs and when he went on Share Point he counted 24 so far. He added that when all are done, the deliverable will be an annual program review for everything that goes on here at the campus.

I,D The group discussed the form and E. Endrijonas said that it has to be program review and planning related to evaluating a program but also a basis for resource request. J. Merrill suggested modifying the resource document to align with the PEPRs. A. Lynch asked if there are any updates on how we are going to track students when they complete a program.

VI. Discussion: Program Rating

I R. Cabral said that L. Kamaila (who is the incoming Academic Senate President and will sit as co-chair on PEPC next year) volunteered to look at the matrix and made revisions to provide a good starting point.

I L. Kamaila said she took off items that PEPC wouldn't be asking for such as financials and PBC will do this. She reviewed the elements for rating all programs and based on scoring them in one of four categories. She feels we need a rubric from the mission statement.

I,D The group discussed the scoring for each element including CTE. They also discussed the elements and decided that it would be best to align them in order with how the PEPR reads.

I,AT After much discussion regarding the program review rating, the following changes were made to the **Elements for Rating All Programs**:

- All elements will be sorted according to how the PEPR reads.
- Rating for "Supports the College Mission" changed from 10 points to 5.
- Rating for "Supports the College Strategic Goals" changed from 5 points to 3.
- Removed "Sufficient Resources to Support Program".
- Program Success changed to read "Program Success/Effectiveness (Contributes to degree, transfer, GE, proficiency, job, etc.)."
- Retention Rate changed to read "Course Retention and Success Rate".

- Added (not applicable) to “Program Improvement Plan” and changed rating from 3 points to 0.
- Program Analysis through Executive Summary changed to read “Program Analysis through Narrative” and rating changed from 3 points to 5.
- Removed “Relevance to GE/Career/Transfer Pathways”.

For “Additional CTE Only Elements” the following changes were made:

- Employer Surveys/Advisory Committee Input changed to read “Strength of Advisory Committee/Advisory Committee Input”.
- Rating for Student Pass Rates for Licensure and/or Certification changed from 3 points to 1.
- Rating for Placement Rate in the Job Market within the past 3 years changed from 3 points to 1.

After changes are made the document will be uploaded to SharePoint.

VII. Discussion: Guiding Principles

I J. Merrill stated that when these principles were adopted by PEPC we deemphasized the importance of the AA/AS at the college and now that we are being accountable for degrees and certificates we need to change this. E. Endrijonas agrees and said we should take it out of the guiding principles. The group reviewed the document and did a first reading and made changes to bring back on Monday.

I The following changes were made to the “Guiding Principles for Identifying Core Courses” document:

- Spring 2011 changed to Spring 2012
- Guiding Principles: last bullet changed to read – Students seeking to complete an Associate in Arts & Associate in Science.
- Add Footer to read: Rev. by PEPC 2012 in lower right hand corner.
- Include “or for an Associate’s degree” after the first sentence in the first paragraph under the Transfer Disciplines section.
- Remove the last sentence in parenthesis under the first paragraph of the Transfer Disciplines section.
- Change “unprepared” to “underprepared” under the Transitional Skills and English as a Second Language section.

Additional Agenda Item:

I,D M. Price questioned membership for PEPC and requested clarification. She talked about how the members are assigned and reviewed the membership verbatim. Her issue was when it was suggested that there wasn't allowance for an additional manager and then to have a manager be accepted at such a late time should not be allowed and is inappropriate. She pointed out that CTE has six voting members, Liberal Arts four, and Math, Science, Health, PE & Athletics has four. She stated that she's looking for a fair level ground. C. Inouye responded that this committee as other PGM committees should be making decisions based on the welfare of the college and feels that we are getting on opposite sides rather than a group.

I,AN R. Cabral stated that when the question of membership came up about who represented management, he recognized Carmen Guerrero and Gail Warner as management and asked the body here if there was any issue with that and there was a general consensus that it was accepted. His concern with PEPC is it has to be the body that has a real collaborative process. E. Endrijonas said that she and R. Cabral will take it to the President for a decision before next week's meeting.

VIII. Informational Item: Accreditation I No Update

IX. Adjournment AT The meeting was adjourned at 4:25 p.m.

X. Future PEPC Meetings I