



PROGRAM EFFECTIVENESS AND PLANNING COMMITTEE (PEPC) MEETING MINUTES

Present: Robert Cabral (*co-chair*), Erika Endrijonas (*co-chair*), Jeanette Redding, Jonas Crawford, Carolyn Inouye, Lisa Hopper, Bret Black, Mati Sanchez, Chris Mainzer, Alex Lynch, Marji Price, Jim Merrill, Carmen Guerrero, Linda Kamaila

Absent: Graciela Casillas-Tortorelli,

Guests:

Meeting Date: **08/28/12** Minutes Approved: **04/30/12** 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 2:02pm
- I,AT R. Cabral mentioned that the agenda says Grading Principles and should read “Guiding Principles for Identifying Core Courses” on the agenda. R. Cabral asked for consent to accept the change on the agenda. C. Mainzer moved to approve and M. Sanchez seconded the motion.
- II. Public Comment I No Comment
- III. Guiding Principles for Identifying Core Courses I,AT R. Cabral stated that this document was delivered at the last session and there were some refining elements suggested, however, they are not reflected here. His suggestion is to “table” this item as an action item for the first organizational meeting in August. E. Endrijonas said that if it’s brought forward in August, we could then approve it and forward it to PBC in time for their first meeting. B. Black moved to “table” the document to the next session, M. Sanchez seconded and the motion carried unanimously.
- I The group had a quick discussion on the changes that were made at the last session:
- Revised by PEPC to read “Spring 2012” and Reconsidered “Spring 2013”.
 - Guiding Principles - last bullet to read “Students seeking to complete an Associate in Arts or an Associate in Science degree.”

- Transfer Disciplines – add “or for an Associate Degree” at the end of the first sentence.
- Transfer Disciplines – remove last paragraph in parentheses.
- Transitional Skills and English as a Second Language – change “unprepared” to read “underprepared”.

I,AT R. Cabral asked for a motion to accept the Guiding Principles for Identifying Core Courses document with revisions. B. Black moved to approve, M. Sanchez seconded and the motion carried unanimously.

IV. PEPRs Rating Sheets – Discussion/Compilation

I,D Questions came up from the group regarding score interpretation numbers. E. Endrijonas said that the numbering was just a starting point and she is open to suggestions. There was additional discussion on the possible points for non-CTE programs and CTE programs.

I R. Cabral said that the intentions of this rating document need to be very clear to PBC and we need to be clear that we are not trying to initiate a ranking system of programs. This is just to provide a rating sheet based on elements that were agreed upon. PBC will take it upon their committee to review this rating sheet, the PEPRs and other financial elements to make any type of program recommendation.

I,D E. Endrijonas asked the group how they felt about the process of rating the programs. C. Inouye thought it was an interesting process and felt the departments did well although the headcount and FTES were missing. M. Price discussed rating based on the College Mission and College Strategic Goals. J. Merrill spoke that some areas were completely unresponsive. C. Guerrero felt that it was more like a division review rather than a program review. The group discussed “boilerplate” issues and the pros and cons. A. Lynch discussed comparing different programs in the same PEP report which made it hard in some cases to rate. E. Endrijonas discussed the pros of the ratings this year was having better data than in years past.

I,D R. Cabral and E. Endrijonas discussed the ratings that were due today and said that they would take the ratings, do an average for each program, come up with the totals and forward that to PBC with the blessing of the committee. C. Inouye asked at what point the committee will discuss the ratings. R. Cabral agreed that at some point we need to do this to close any loop

holes and felt that the feedback is critical.

I,D E. Endrijonas readdressed the totals and said the group needs to come to an agreement on the totals so that she and Robert can collate the results and see what's there so that the group can see the variances if any. J. Merrill recommended striking the language that go with the point breaks and also asked what the quality control measures are to check for mistakes or missing information.

I E. Endrijonas feels this information is not ready to go to PBC by their next meeting and that PEPC needs to discuss the ratings after the totals have been compiled. R. Cabral asked that the group send their documents to him or E. Endrijonas, they will compile the numbers but won't publish the authors' name. He also agreed with Erika that the numbers are not ready to forward to PBC. E. Endrijonas asked about another possible meeting before the end of the semester and R. Cabral said that he doesn't think PBC is ready to receive this information anyway but asked J. Redding her thoughts as she is a PBC member also. She stated that she thought PBC would be moving forward with this information to avoid what happened last fall and added that PBC is also supposed to receive cost information as well. R. Cabral's concern is that he and Erika will take back the numbers and do the averages to forward to PBC, however, there will be no feedback from PEPC beforehand.

I,D R. Cabral asked the committee to turn in their rating sheets so he and Erika can compile them. On Wednesday, he will report to PBC our process and where we are in the process and what still needs to be done. C. Inouye asked R. Cabral if he will be presenting data at PBC and if so, could he email the committee by Wed. morning to see what the data looks like before it goes to PBC. E. Endrijonas responded that she will email the PEPC members the results before the PBC meeting, just in case there are any issues that need to be resolved ahead of time. R. Cabral will transfer the documents into excel and insert formulas which will have the raw scores and the average.

V. Approval of Minutes from April 24, 2012

I,AT R. Cabral asked for a motion to approve the meeting minutes so that changes could be discussed. L. Hopper moved to approve and M. Sanchez seconded.

- I,AT The following changes were discussed and made to the minutes:
- Attendance: Carolyn Inouye was present.
 - Item V:
 - J. Merrill suggested that the PEPR Item “How many course outlines” be removed.
 - Item VI:
 - Title should read - Discussion: Program Rating.
 - 1st paragraph should read that L. Kamaila *volunteered* to look at the matrix.....
 - 2nd paragraph, “off of” should read “from”.
 - Item VII:
 - The changes that were made to the actual Guiding Principles document should be included in the minutes.

I,AT The minutes were accepted with refinements and one abstention.

I M. Price stated that the comment she made in the minutes from April 24, 2012 regarding membership and general consensus were not included and would like it in these minutes.

VI. Adjournment

I,AT The meeting adjourned at 3:30 p.m.

VII. Future PEPC Meetings

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- August 28, 2012