



PROGRAM EFFECTIVENESS AND PLANNING COMMITTEE (PEPC) MEETING MINUTES

Present: Erika Endrijonas (*co-chair*), Linda Kama'ila (*co-chair*), Carolyn Inouye, Mike Ketaily, Michael Webb, Diane Eberhardy, Armine Derdarian, Jim Merrill, Bret Black, Jonas Crawford, Christiane Mainzer, Chris Horrock, Robert Cabral, Alex Lynch, Kevin Hughes, Mike Bush (*ex-officio*), Karen Engelsen, Carolyn Inouye, Carmen Guerrero, Ken Sherwood, Lisa Hopper

Absent:

Guests: Gail Warner, Mati Sanchez, Ishita Edwards

Meeting Date: **09/30/13**

Minutes Approved: **08/27/13**

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 2:04 p.m. |
| II. | Adoption of the Agenda | I | Added Public Comment as Item IV. |
| III. | Approval of Meeting Minutes | I,AT | The committee reviewed the meeting minutes of April 30, 2013. B. Black moved to approve the minutes, C. Mainzer seconded and <i>they were approved unanimously.</i> |
| IV. | Public Comment | I | Ishita Edwards commented on PEPC's evaluation process. |
| V. | Review of Recommendations to PBC for Consideration | I,D | L. Kamaila spoke about the "Report to PBC from PEPC"* handout and said there is still work to be done but we are trying to go by the state chancellor's office process and feels we need to start the process earlier this year to provide more time. E. Endrijonas said we have a very good process which aligns with the accreditation process. |
| VI. | Closing Last Year's PEPC Process – Thoughts and Improvements | I,D | <p>The following comments/suggestions were made by the committee regarding the PEPC process:</p> <ul style="list-style-type: none"> • L. Kamaila - felt the instructions were very clear. • R. Cabral - Senate said the process last year was better than year's prior and a good part of continuous quality improvement. • C. Horrock – to have an open and fair process and |

*Handout

stay away from zero tolerance. Recommended a self-study or continued discussion on how to improve in a constructive way.

- J. Merrill – pointed out that some of the times PEPC evaluated, it was on the caliber of the report rather than the actual program and that PEPC needs to turn our attention less to that type of critique. He spoke about programs that were rated high gave information over what was asked for.
- A. Derdarian – felt the process was very collegial and didn't feel it was personal at all.
- A. Lynch - during the rating process, some guests were allowed to speak and others were not. E. Endrijonas responded that when guests attend they are there to answer substantive questions and not to get into defensive mode.
- E. Endrijonas - some of the challenges the committee faced last year were trying to get out what's in the report of how much is analysis and how much is actual data. She recommended that as we move forward this year, she feels that people got a sense on how to craft their programs PEPR to convey their programs challenges were. The ability to identify where the problems were and where the program identified where it wants to go.

I,D E. Endrijonas said she would like to move up the meetings where we review the PEPR's to allow more time over three months for review.

I L. Kamaila asked if anyone looked at the scorecard on OC's webpage and said it will tie into what we need to do about program review as part of what we need to do is show improvement of those figures. E. Endrijonas added that at some point we are going to be at performance based funding.

VII. Accreditation

I E. Endrijonas said she is putting the finishing touches on the draft which will go to the Board for 1st reading in September. L. Kamaila said she thinks we have improved. She also said we are working on the EMP which is required by accreditation and one of the things Dr. Duran wants to do in the plan is planning so each committee will be asked to setup goals and a timeline.

VIII. Adjournment

I, AT The meeting adjourned at 2:51 p.m.

IX. Future PEPC Meetings

- I ○ September 30, 2013