



# PROGRAM EFFECTIVENESS AND PLANNING COMMITTEE (PEPC) MEETING MINUTES

**Present:** Erika Endrijonas (co-chair), Linda Kama'ila (co-chair), Alex Lynch, Jim Merrill, Patty Mendez, Kevin Hughes, Marji Price, Lisa Hopper, Carolyn Inouye, Jonas Crawford, Christina Tafoya, Kim Karkos, Chris Horrock, Mike Bush, Mati Sanchez, Chris Mainzer, Carmen Guerrero, Bret Black, Robert Cabral, Karen Engelsen,

**Absent:** Michael Webb, Tami Crudo

**Guests:** Ishita Edwards, Gail Warner

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Meeting Date: **09/25/12**

Minutes Approved: **08/28/12**

Recorded By: Darlene Inda

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**AN = Action Needed**

**AT = Action Taken**

**D = Discussion**

**I = Information Only**

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## DISCUSSION/DECISIONS

- |      |  |      |  |
|------|--|------|--|
| I.   | Call to Order                                    | I,AT | The meeting was called to order at 2:02pm  |
| II.  | Approval of Meeting Minutes                      | I,AT | J. Merrill moved to approve the meeting minutes of April 30, 2012 and C. Mainzer seconded. It was recommended that a folder in SharePoint be setup that has the draft minutes as well as a folder for the approved minutes. <i>The minutes were accepted with two abstentions.</i> |
|      |  | I    | M. Price mentioned when reviewing the minutes, her comment and concern about the committee membership and general consensus was not included and she would like it reflected in the minutes.   |
| III. | Public Comment                                   | I    | No Comment   |
| IV.  | PEPC Ratings in Preparation to Report out to PBC | I    | L. Kama'ila discussed the data sheet* she put together and everyone's totals and said we need to think about our goals. She tried a few different ways to look process data and the numbers relatively stayed the same.  |
|      |  | I    | L. Kama'ila said we now need to look carefully at our rubric and include those that are quantifiable and remove those that are not. E. Endrijonas added that we are at that point in the year where we need to look at how we want to structure the PEPRs for the year             |

\*Handout

PEPC Minutes (08/28/2012)

and feels there should be some language that addresses AATs. J. Merrill asked about losing points for that and she responded that you get points for working on it.

- I R. Cabral stated we need to establish a baseline and look at the difference of CTE vs. non-CTE and make adjustments along the way. He added that back in March he was given the charge from PBC that they wanted a better handle of programs for discontinuance and that PEPC needs to come up with some type of process and ensure that PBC understands it.
- I L. Kama'ila talked about the lowest scoring program; Legal Assisting and said this score was low because there was no full-time faculty member to provide an equivalent narrative to the extent of the other reports. She also discussed Engineering Tech which was another low scoring program.
- I E. Endrijonas spoke about last year and the eight programs that went through an in-depth process. She said that everyone needs to come to the table to discuss their ratings and what the program should be and as a committee come up with criteria and ratings.
- I L. Kama'ila said PBC has to bring forward \$1.6 million in cuts by September 30<sup>th</sup> in case the tax initiative doesn't pass. The recommendation will go from PBC to the EVP, back to PBC, then to Senate and lastly to the President. She said that Engineering Tech has offered itself for discontinuance and feels we should inform PBC that we only identified one program to recommend for discontinuance and that all other programs are good. She added that although we didn't look at the financials, we will still have an opportunity to do so, because if by November we see a program has gone down we can still recommend it.
- I J. Crawford asked why we are only passing forward one program when we have to come up with \$1.6 million. R. Cabral asked what the instructional side of the house's portion is of the \$1.6 million and M. Bush responded that it's between 1/3 and 1/2 and it will be narrowed down because there is going to be an FTES reduction.
- I L. Kama'ila said she would put all of the programs on a 25-point scale and send it out to FT and PT faculty and see if they have comments which would be a chance

for everyone to comment on it. E. Endrijonas said it should just go out to PEPC committee members. A. Lynch disagreed and would like to leave it as is. L. Kama'ila said she will try to get the revised spreadsheet out tonight and asked everyone to return comments by noon the next day. E. Endrijonas added that when looking at the numbers if there are questions or concerns let her or Linda know as soon as possible. J. Merrill asked what to look for and L. Kama'ila responded that we will be looking at the resource requests and PEPRs and share as much information as possible on how to make the programs effective.

V. Informational Item: Accreditation I No Update

VI. Adjournment I Before the meeting adjourned, L. Kama'ila addressed the sign-in sheet and said that if you miss three meetings in a row, you will not be able to participate in the voting process so it's real important for all members to be present.

I,AT The meeting adjourned at 3:40 p.m.

VII. Future PEPC Meetings I

- o September 25, 2012
- o October 23, 2012
- o November 27, 2012
- o January 22, 2013
- o February 26, 2013
- o March 26, 2013
- o April 23, 2013

CTE (with all data)

- 33 Prog 1, Prog 2, Prog 3
- 32 Prog 4, Prog 5, Prog 6, Prog 7, Prog 8
- 31 Prog 9, Prog 10, Prog 11
- 30
- 29
- 28 Prog 12
- 27
- 26 Prog 13
- 25 Prog 14
- 24
- 23
- 22 Prog 15
- 21
- 20
- 19
- 18
- 17
- 16
- 15
- 14
- 13
- 12
- 11 Prog 16

Transfer

- 24 Prog 1
- 23 Prog 2, Prog 3, Prog 4
- 22 Prog 5, Prog 6, Prog 7
- 21 Prog 8, Prog 9, Prog 10, Prog 11, Prog 12, Prog 13
- 20 Prog 14
- 19 Prog 15, Prog 16
- 18 Prog 17, Prog 18

Original rubric (not final):

CTE:

- 30-36 Current and vibrant
- 24-29 Attempts should be made to strengthen
- 17-23 Caution rating. Retention, possible reduction
- 0-16 Warning, consider discontinuance

Transfer:

- 21-25 Current and vibrant
- 16-20 Attempt to strength
- 11-15 Caution, possible reduction
- 0-10 Warning, consider discontinuance

CTE

Our initial ratings plan had four categories that parallel the Board Policy language. We borrowed that language from Ventura. I have used the Board Policy language here – what language to use is something we need to discuss next Tuesday. It is the task of PBC, not PEPC, to consider how to “reduce” things. It is also the task of PBC to look at financial data. We did not look at that data in PEPC.

No Action Needed

- 33 Prog 1, Prog 2, Prog 3
- 32 Prog 4, Prog 5, Prog 6, Prog 7, Prog 8
- 31 Prog 9, Prog 10, Prog 11
- 30

Strengthen the program

- 29
- 28 Prog 12
- 27
- 26 Prog 13
- 25 Prog 14

Caution rating; reduce the program

- 24
- 23
- 22 Prog 15
- 21
- 20
- 19
- 18
- 17
- 16

Review for Discontinuance

- 15
- 14
- 13
- 12
- 11 Prog 16
- 10

**Transfer**

**No Action Needed**

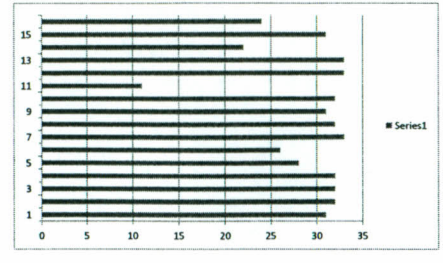
- 24 Prog 1
- 23 Prog 2, Prog 3, Prog 4
- 22 Prog 5, Prog 6, Prog 7
- 21 Prog 8, Prog 9, Prog 10, Prog 11, Prog 12, Prog 13

**Strengthen the program**

- 20 Prog 14
- 19 Prog 15, Prog 16
- 18 Prog 17, Prog 18
- 17
- 16
- 15
- 14

Number of reviewers:		ANTH	AFT	ATNL	LEA	LEB	LEC	LEA	LEB	LEA	LEB	LEA	LEB	LEA	LEB	LEA	LEB	LEA	LEB	LEA	LEB	LEA	LEB										
35	33	20	20	32	33	24	15	33	25	35	23	33	34	23.5	22	25	0	24	35	34	22	19	25	24	21	31	23	22.5	17	20	17	22.5	
33	32	24	17	34	34	10	29	33	25	36	23	27	25.5	31	24	24	17	21	35	36	21	21	24	24	21	33	12	19	18	14	13	21	
29	35	19	16	33	34	15	30	26	22	36	23	30	31	23	25	22	1	22	36	36	25	22	25	23	25	35	11	15	22	24	16	21.5	
32	29	23	19	33	33	19	31	18	22	35	15	28	21	34	21	24	10	23	25	35	22	22	24	25	20	34	25	19	22	21	22	22	
30	33	25	23	31	23.5	24	26	21	9	28	23	30	33	32	24	25	5	20	36	36	22	17	24	25	22	31	17	20	25	24	22	24	
30	33	24	19	30	31	22	26	24	21	31	24	30	32	31	20	25	6	24	35	35	24	17	22	25	21	36	24	25	25	21	20	21	
36	35	23	16	30	30	23	28	23	19	26	23	34	32	32	18.5	23	0	25	33	25	18	14	22	22	17	34	22	20	25	25	18	23	
29	33	24	23	34	34	18	33	28	22	34	25	32	33	25	16	25	1	18	33.5	36	21	20	22	24	11	32	15	23	23	22	17	24	
34	36	25	25	36	35	16	33	21	22	29	25	31	34	34	20	19	5	24	29	35	19.5	34	20	21	17	30	7	23	25	23	23	23	
33	30	21	22	28	32	9	34	27	21	36	24	35	32	35	23	25	34	22.5	33	31	23	28	23.5	21	22	22.5	20	22	23	22	20	22	
27	33	23	22	35	36	19	35		22	31	23	36	34	34	24	21.5	34	24	30	28.5	21	24	21	21	18	24	17	24	23	19	20	21	
18	23	21	21	31	30	19			24	36	19	36	34	35	19	25	17	18.5	36	31	19	21	21	22	17	29	19	18	23	23	22	23	
35	33	19	18	31	32.5	21			23	35	21	31	33	35	21	23	15	36	34	20	25	25	22	17	32	19	21	24	21	16	16		
35	33	20	12	24	24				21	35	21	35	34	36	21	23	17	33	33	33			25	25	22	33	17	17					
<b>Raw score</b>	436	451	311	273	442	444	239	320	260	298	463	312	413	432.5	422.5	298.5	329.5	34	298	465.5	465.5	277.5	238	323.5	324	271	436.5	248	388.5	295	279	230	284
<b>Average</b>	31.4286	32.2143	22.2143	19.5	31.5714	31.7143	18.3846	27.6190	26	21.2857	33.0714	22.2857	31.7692	30.8571	31.6071	21.3214	23.5357	11.6667	21.2857	31.25	33.25	21.3461	21.6364	23.1071	23.1429	19.3571	31.4286	17.7143	20.6071	22.6923	21.4615	19.3636	21.8461

CTE Range of Scores: 11  
33.25  
Average: 29  
28.9375



Transfer Range of Scores  
Average: 21  
18-24  
22  
19.5  
18  
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23.5  
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21

