



PROGRAM EFFECTIVENESS AND PLANNING COMMITTEE (PEPC) MEETING MINUTES

Present: Erika Endrijonas (*co-chair*), Robert Cabral (*co-chair*), Patricia Mendez, Jim Merrill, Christiane Mainzer, Mati Sanchez, Lisa Hopper, Marji Price, Jonas Crawford, Carmen Guerrero, Carolyn Inouye

Guests: Gail Warner

Meeting Date: **09/27/2011** Minutes Approved: **08/30/2011** Recorded By: Darlene Inda

AN = Action Needed AT = Action Taken D = Discussion I = Information Only

DISCUSSION/DECISIONS

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| I. | Welcome & Call to Order | AT | The meeting was called to order at 2:05 p.m. |
| II. | Approval of Minutes | I,AN | The Committee reviewed the meeting minutes from April 26, 2011. J. Merrill had a change to the minutes under Item V. Resource Requests stating that “replacement faculty do not take precedence”, rather it should read “untimely departures within the departments will be addressed”. E. Endrijonas agreed to the change because that is how she meant it to be understood. |
| | | AT | J. Merrill moved to approve the minutes presented with refinements, J. Crawford seconded, and <i>the motion carried unanimously.</i> |
| | | AT | R. Cabral introduced Hang Su, our ASG student representative for the PEPC Committee. After his introduction, the Committee went around the room and introduced themselves and their department. |
| | | I, AT | R. Cabral addressed the comments on the minutes and said that they will be sent out in draft mode to the CORE group of members prior to the meeting for review and once approved they will be published on SharePoint as well as the Oxnard College webpage. |
| III. | New ACCJC Rubrics on Program Review | I,AN | E. Endrijonas addressed the Part I of the rubric and criteria for the various levels of implementation. C. Inouye stated that we have to be at sustainable CQI by Fall 2012. M. Price said she thinks that we’re reviewing the processes but she’s unsure of the connection and correlation of what is found and what we’re doing. |

- I E. Endrijonas talked about the DRAFT Accreditation report and said that the whole point in giving this is to keep everyone informed about what the ACCJC is expecting. She added that there will be a follow-up visit at the end of October beginning of November.
- I M. Price asked if there could be a connection between the rubric and the step by step process for the program review forms and also asked if there was a section that addressed the findings and how the changes affected student learning.
- IV. Discussion: 1 and 3 year Program Effectiveness and Planning Review (PEPR) Form I,AT L. Hopper passed out the data set information for the committee to review and begin the PEPC process. She also handed out data to the Deans for their individual departments. She stated that the information will be uploaded to SharePoint following the meeting. E. Endrijonas stated that the programs going through the in depth process this year will have an opportunity to meet with Lisa Hopper to review and understand the data. L. Hopper added that the spreadsheets are in Excel format so that the information can be cut & pasted as needed. She also handed out a draft of the Explanation of Terms which will be uploaded to SharePoint as well. J. Merrill asked L. Hopper for access to institutional wide information and L. Hopper stated that it will be available.
- I,AT E. Endrijonas addressed the DRAFT of the Multi-Year form and stated that this is a starting point. The Committee reviewed items 1-14 of the form. The Committee talked about the form and comparing it against the data sets provided.
- I,AN A discussion by the Committee regarding the Multi-Year Program form came up with the following suggestions:
- #2 Headcount Enrollment - include the terms in it as well.
 - #3 Staffing – would it be useful to have FTE in addition to the # of bodies?
 - #4 Productivity – no comment.
 - #5 Student Success – delete the chart because it's provided in the data and the data will be attached.
 - #6 Completion – if there is no degree or certificate than put N/A.
 - #7 College Goals – no comments.
 - #8 Labor Demand – add real time data.

- #9 Status of Course Outlines – clarification needed on word “offered”.
- #10 Status of Student Learning Outcomes – Change the word “objective” to “outcomes” in 10c.
- #11 Program Demand – no comment.
- #12 Answer questions regarding Part I of the rubric – remove “for improvement” at end of sentence and replace ending with “in terms of improving” for 13c.
- #13 Planning – replace “planning” with “proposing for 13a. Add “or other information” in between “provided support” for 13b. Remove question 13c. Change 13d to read 13c.
- #14 Executive Summary – no comments.

I,AN The Committee reviewed the Unit Plan form and E. Endrijonas stated that she is open to changes on the form. It was suggested that the items changed on the Multi Year form should also be changed on this form. A suggestion of changing the title of the form to Annual Review Form instead of Unit Plan form. E. Endrijonas stated that if there are more changes to send them to her and she will have a revised version at the next meeting.

I In relating to Program Review, E. Endrijonas stated we are facing tough budget times next year there will be program discontinuance. She added that at the request of the District, the college is in the process of making a list of recommended programs that will be discontinued on campus. She stated that is not program review, it’s the PBC that looks at the programs for discontinuance. E. Endrijonas stated that Ventura College is at a more expedited process than Oxnard College. The first PBC meeting is September 21, 2011. She added that we are responding to a request and will take it through the process. E. Endrijonas advised the Committee that they will start hearing things from the other two colleges because they are going through with their processes already and added that we are doing program review but it’s the PBC which will deal with the discontinuance of these programs.

V. Distribution and Discussion of 1 and 3 Year Data Sets

I This discussion was included in Item IV.

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| VI. New Business Items | I | R. Cabral addressed the Committee regarding the members. In addition to the co-chairs for the Committee of Robert Cabral and Erika Endrijonas, the following PEPC Committee members are Bret Black, Graciela Casillas-Tortorelli, Carmen Guerrero, Patricia Mendez, Christina Tafoya, Jim Petersen/Gail Warner, Marji Price, Mati Sanchez, Jim Merrill, Christiane Mainzer, Chris Horrock, Carolyn Inouye, Jonas Crawford, and Lisa Hopper. |
| VII. Informational Item:
Accreditation | I,AN | E. Endrijonas asked the Committee to please read the follow-up report. The District will respond within the next day or so to incorporate into our draft so the ACCJC can see the District's response. |
| VIII. Adjournment | AT | The meeting adjourned at 3:59 p.m. |
| IX. Future PEPC Meetings | I | <ul style="list-style-type: none"> ○ September 27, 2011 ○ October 25, 2011 ○ November 22, 2011 ○ January 24, 2012 ○ February 28, 2012 ○ March 27, 2012 ○ April 24, 2012 |