



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, Christina Tafoya, Bret Black, Chris Horrock, Hung Su (*ASG Senator*) and Laurien Moraga (*ASG Senator*)

Members Absent: Graciela Casillas-Tortorelli and Jim Petersen/Gail Warner

Meeting Date: **10/25/2011** Minutes Approved: **09/27/2011** Recorded By: Grace Schneider

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

DISCUSSION/DECISIONS

- | | | | |
|-----|-------------------------|----|--|
| I. | Welcome & Call to Order | AT | The meeting was called to order at 2:05 p.m. by R. Cabral. |
| II. | Approval of Minutes | I | The Committee reviewed the meeting minutes from August 30 th , 2011. |
| | | AN | C. Guerrero noted the wording with regards to J. Merrill's change to the minutes under Resource Requests in the August 30 th draft minutes was not accurate. His statement "untimely retirements within..." should read, "untimely departures within..." |
| | | AN | R. Cabral mentioned that Hung Su should be listed as being present, as he is an ASG representative. H. Su pointed out that his first name should be spelled H-u-n-g. |
| | | AN | The committee members mentioned a few items on page 2 regarding the changes to the Multi-Year Program Form needed to be clarified: <ul style="list-style-type: none">• #2 Headcount Enrollment – Add analysis.• #3 Staffing – Add Analysis of at the end of "Would.....bodies?"• #6 Completion – Add proficiency awards and passing rates• #7 College Goals – Add a link to College Goals.• #13 Planning –Remove question 13c.• Update "Unit Plan Form" to "Annual Review Form" |

- AT R. Cabral made a motion to approve the minutes presented with refinements. J. Merrill moved to accept the minutes. M. Sanchez seconded, and the motion carried with one abstention.
- D,AN R. Cabral discussed the membership make-up of this committee as stated in the Participatory Governance Manual. It seems there were some discrepancies. This needs to be reviewed and clarified at the end-of-the-year evaluation. C. Guerrero mentioned that A. Lynch and A. Valle should be included in the PEPC meetings.
- III. AP4021 Program Discontinuance
- I R. Cabral mentioned that this form has been provided to the Senate, faculty and PBC. DCSL needs our feedback as soon as possible so it can be compiled by their October 13th meeting, discussed and finalized to be voted on in their November meeting.
- D,AN After much dialogue, it was agreed upon that R. Cabral would let DCSL know of our concerns and opposition to this AP being tied to budgetary rationale. The following suggestions were noted under Recommendation Group Review and Analysis:
- 3) Replace “duplicates programs offered” with “is unique”.
 - 7) Replace “completers” with “participants”.
 - 10) More clarity to this item
- D,AN An extensive discussion followed on OC’s program review processes. C. Inouye indicated that the language in the AP allowed for loose interpretations in the review process. C. Tafoya suggested a process through presentation and dialogue, whereby the Committee would still be involved in the evaluation. Written analysis and data would be available to help in the decision process. E. Endrijonas mentioned that there were eight programs up for multi-year review, so this procedure would be possible in the October or November meeting.
- I,D,AN C. Inouye indicated that this process would not be possible for the programs that were currently up for discontinuance. Much discussion then resulted regarding PBC’s task of recommending which programs are to be terminated and the role that PEPC should play. E. Endrijonas stated that unfortunately we are experiencing difficult financial decisions with

wide ramifications that could not have been anticipated. Therefore, we need to develop a process for the future that will help us. We need to have a process in place that has the capacity to produce a discontinuance list.

IV. Multi-Year Program Review Meetings and Timeline

I E. Endrijonas asked for a timeframe when we are to conduct the eight multi-year reviews. The programs presenting should provide a summary and arrange time with L. Hopper to interpret her data as it applies to their program for presentation.

I, AN October 31st was set as the initial deadline for annual and multi-year plan reviews. C. Guerrero suggested the November 22nd meeting for the presentations. If some of the programs were ready for our next meeting, they would be more than welcome to present. The presentation and question and answer period should be about ten minutes. The forms will be available on SharePoint. E. Endrijonas will have D. Inda make the change to the Unit Plan Form to **Annual Review** Form.

I, AN The information provided for “faculty” should be based on the 2010-11 data. L. Hopper will e-mail this information.

V. Resource Request Forms

I, AN E. Endrijonas stated that PEPC would rank the resource requests and send the rankings to the deans before going to PBC. She asked that the Committee members look at the Resource Request Forms from last year (which are all on SharePoint). She indicated that many of them were not funded and come into play in this year’s ranking. The forms are due no later than January. R. Cabral and E. Endrijonas will confirm the date.

I, AN R. Cabral will confirm which Resource Request Form to use and will send it out as soon as possible. He believes it will not be available until the October 25th meeting. The Board will make their decision in January.

I, AN J. Merrill inquired as to who will take responsibility for the CQI process for OC TV, Child Development, and LRC, as they do not fall in the instruction, student services, or business services categories. E. Endrijonas will be accountable. A CQI process will need to be developed for them.

- | | | | |
|-------|--------------------------------------|-----|--|
| VI. | Informational Item:
Accreditation | I | E. Endrijonas informed the Committee that the Board is in the process of gathering their last minute evidence for their follow-up report. They reviewed it at their last meeting and will vote on it on October 11 th for submission by October 15 th to the ACCJC. There will be a follow-up visit by a couple members of the visiting team at the end of October, beginning of November. |
| | | I,D | R. Cabral asked the Committee if they felt that the Vice President of Business Services should be an ex-officio position on PEPC such as the Executive Vice President of Student Learning is on PBC. E. Endrijonas confirmed that she functions in that position and J. Merrill concurred. |
| VII. | Adjournment | AT | The meeting was adjourned at 3:55 p.m. |
| VIII. | Future PEPC Meetings | I | <ul style="list-style-type: none"> ○ October 25, 2011 ○ November 22, 2011 ○ January 24, 2012 ○ February 28, 2012 ○ March 27, 2012 ○ April 24, 2012 |