PROGRAM EFFECTIVENESS AND PLANNING COMMITTEE (PEPC)
MEETING MINUTES

Present: Erika Endrijonas *(co-chair)*, Linda Kama'ila *(co-chair)*, Michael Webb, Bret Black, Mike Ketaily, Jim Merrill, Jonas Crawford, Christiane Mainzer, Alex Lynch, Chris Horrock, Carolyn Inouye, Mike Bush *(ex-officio)*, Kevin Hughes, Mati Sanchez, Diane Eberhardy, Armine Derdiarian, Cesar Flores, Ken Sherwood, Elizabeth Littman *(ASG Rep)*

Absent: Patty Mendez, Karen Engelsen, Carmen Guerrero, Lisa Hopper, Connie Campos

Guests: Gail Warner

Meeting Date: **10/22/13**	Minutes Approved: **09/30/13**	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 2:03 p.m.
II.	Adoption of the Agenda	I	A motion was made by M. Bush to adopt the agenda, C. Mainzer seconded, and *the agenda was accepted unanimously.*
III.	Approval of Meeting Minutes	I,AT	The committee reviewed the meeting minutes of August 27, 2013. J. Merrill moved to approve the minutes, C. Mainzer seconded and *they were approved unanimously.*
IV.	Public Comment	I	No comment
V.	Review of PEPR Forms	I,D	The committee went through the annual and multi-year PEPR forms and the following changes were made:

- **Key Indicators:** add WSCH/FTEF.
  1.1 Productivity: Add WSCH/FTEF. Change wording to read "In relation to the plans and goals of your program".
- **1.2 Retention:** Remove "Please explain….." and change to read "Discuss the….."
- **1.**3 Success Rate: Change title to Course Success Rate. Question to read "Please analyze this year's success rates compared to past years. What are your plans for course level success?"
- **1.4 FTES:** Change title to Program Completion /Success Rate

- *(New Question)* **1.5 Enrollment & FTES:** Question to read "Are there any trends over time in your program's enrollment/FTES? Identify and explain those trends.
- **2.0 Student Learning Outcomes:** no changes
- **2.1 Program Assessments:** no changes
- **2.2 Course Discipline & 2.2a:** changed to Section 3.0.
- **2.3 SLO Assessment:** Became 2.2 SLO Assessment. No changes to question.
- **2.4 Results Analysis:** Became 2.3 Results Analysis. No changes to question.
- **3.0 Curriculum:** Title changed to read "3.0 Curriculum & Scheduling".
- *(New Question)* **3.1 Courses in Discipline:** Question to read "Are all active courses in your program offered on a regular basis? If not, what are your plans for those courses?"
- **3.2 TMC:** Prev. 3.1. No changes to question.
- **3.3 Stage of TMC:** Prev. 3.2. No changes.
- **3.3 Catalogue:** Remove Question
- **3.4 Course Outlines: Becomes 3.3 Change** question to read "List any courses that are not up to date in Curricunet."
- **3.5 C-ID Descriptors: Becomes 3.4.** Question to read "Are there C-ID descriptors available for any of your courses? Add link.
- **3.6 State C-ID Process: Becomes 3.5.** No changes to question.
- **3.7 Curriculum Development: Becomes 3.6.** No changes to question.
- **4.0 Connections with Campus:** no changes
- **4.1 Program Success:** no changes
- **5.0 Planning for the Future:** no changes
- **5.1 Program Costs:** asked for suggestion. No changes.
- **5.2 Resource Request(s):** Remove "If resources increase" and begin with "Please describe..."
- **5.3 Relationship to Oxnard College Mission Statement:** Question to read "Read the Oxnard College mission statement. How does your program relate to this mission and goals of the college?"
- **6.0 CTE Only:** no change
- **6.1 Advisory Committee(s):** no changes
- **6.2 Employment Opportunities/Career Trends:** no changes
- **6.3 Programs of Study:** no changes

		• **7.0 Executive Summary:** change title to read: **7.0 Plan for Program Improvement.** Change question to read "Discuss your plans for program improvement".
	I,AN	E. Endrijonas stated the next meeting will be to identify next (8) programs for multi-year program review.
VI. Process for Faculty Position Ranking	I	Both L. Kamaila and E. Endrijonas discussed what was done in years past for faculty ranking. E. Endrijonas said the process now starts with a resource request form, the committee then reviews the forms, speak out about the various department requests, use a pad and place dots next to the positions that were felt most important by the committee and then tally up the results. The list then goes to the Planning and Budget Council, then to the president. The president accepts the list but not as a ranked list, however, he will talk to the Vice President, Executive Vice President and Academic Senate President as to what is needed.
	I	E. Endrijonas said that today is the day to start thinking about what our FON# is going to be for the next year so we have an idea at the district level by the next DAC meeting in October. We should have to grow by some full-time faculty for Fall 2014. She added that we need to have our faculty list by November because when the district tells us it's time to hire, we need to have an answer right away.
	I,AN	E. Endrijonas said that at the next meeting each committee member will have a spreadsheet which has the programs with the faculty requests on it. She added if a program did not put a faculty position request in their PEPR, they can still request it. As for the process we will do the sheets and dots as it has worked well in the past.
VII. Accreditation	I	E. Endrijonas said the Board is reviewing the final draft of the report and hopefully will sign it after the next Board meeting. As soon as it's done we will have copies made and two will go to ACCJC and one in the library as well as a couple in other areas.
VIII. Adjournment	I, AT	The meeting adjourned at 3:54 p.m.
IX. Future PEPC Meetings	I	o October 22, 2013