



# PROGRAM EFFECTIVENESS AND PLANNING COMMITTEE (PEPC) MEETING MINUTES

**Present:** Linda Kama'ila (*co-chair*), Ken Sherwood (*acting co-chair*), Graciela Casillas-Tortorelli, Alex Lynch, Mike Bush, Jim Merrill, Diane Eberhardy, Michael Webb, Mike Ketaily, Lisa Hopper, Armine Derdarian, Jonas Crawford, Bret Black, Kevin Hughes, Mati Sanchez, Chris Mainzer, Patty Mendez, Linda Kamaila, Chris Horrock, Elibet Valencia, Karen Engelsen

**Absent:** Erika Endrijonas (*co-chair*), Cesar Flores, Carolyn Inouye

**Guests:** Gail Warner

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Meeting Date: **11/26/2013**      Minutes Approved: **10/22/13**      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 2:05 p.m.                                                                                                                                                                                                                                                      |
| II.  | Adoption of the Agenda      | I    | A motion was made by C. Mainzer to adopt the agenda, D. Eberhardy seconded, and <i>the agenda was accepted unanimously.</i>                                                                                                                                                                       |
| III. | Approval of Meeting Minutes | I,AT | The committee reviewed the meeting minutes of September 30, 2013. J. Merrill moved to approve the minutes, M. Bush seconded and <i>they were approved with refinements.</i>                                                                                                                       |
| IV.  | Public Comment              | I    | C. Mainzer made a public comment regarding the PEPRs.<br><br>G. Casillas-Tortorelli made a public comment regarding the counseling department.                                                                                                                                                    |
| V.   | PEPR Forms                  | I,D  | The committee discussed separating programs within an area and if separate PEPRs need to be done for each and it was the general consensus that it would be better for each program to break it down by discipline.                                                                               |
|      |                             | I,D  | The committee reviewed the annual and multi-year PEPRs again and the following changes were made: <ul style="list-style-type: none"><li>• 1.0 Merge WSCH/FTEF with Productivity</li><li>• 1.0 First two columns will read "Fall 2011 Average and Fall 2012 Average". Remove "525% goal"</li></ul> |

\*Handout

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from first row so that it just reads “Productivity”.

- 3.2 Remove answer box
- 3.4 Add link. Remove answer box
- 5.1 Remove “not available or” from sentence. Add “If you’ve already made innovations in this area, please explain.”

The forms need to be turned in before the February meeting so that the process can be completed in April.

VI. Identify (8) Programs for Multi-Year Program Review

I The committee reviewed the PEPC Multi-Year Program Review Schedule\* handout and discussed the programs that have already gone through the multi-year process. The following (12) programs will be going through the multi-year process:

1. **PE/Health/Dance/Athletics:** Theatre & Dance, Health Education, Intercollegiate Athletics, and Physical Education.
2. **Chemistry**
3. **Sociology**
4. **Spanish**
5. **Anthropology**
6. **Art**
7. **Computer Apps/Office Tech**
8. **Child Development**
9. **Computer Networking**
10. **Dental Hygiene**
11. **History**

K. Engelsen said Student Services will do annual reviews for Assistive Computer Technology, Learning Skills, and Personal Growth.

VII. Faculty Position Ranking

I,D The committee reviewed and discussed the Faculty Request\* spreadsheet.

The following faculty requests were *removed*:  
Air Conditioning/Environmental Control Technology, Athletics/PE/Health (Matriculation Coordinator), Fine Arts, Fire Technology, Sociology (Human Services) and Psychology (PT).

The following faculty requests were *added*:  
(2) English, Addictive Disorder Studies, Athletics/PE/Health, and Psychology.

Question regarding estimated cost and amounts came up so L. Kamaila will look into the boilerplate to put there.

I Athletics, Auto Technology, Biology, Child Development, Communications, Dental Assisting, English, Mathematics, Psychology, and Sociology all discussed their programs and the need for a faculty position. After the presentations, it was decided that a spreadsheet will be sent out to the members for them to rank and then discuss at the next meeting.

VIII. Accreditation

I No Update

IX. Adjournment

I, AT The meeting adjourned at 4:05 p.m.

X. Future PEPC Meetings

I           o November 26, 2013