PROGRAM EFFECTIVENESS AND PLANNING COMMITTEE (PEPC)
MEETING MINUTES

Present: Erika Endrijonas (co-chair), Linda Kama'ila (co-chair), Michael Webb, Robert Cabral, Christina Tafoya, Mati Sanchez, Tami Crudo, Jim Merrill, Bret Black, Jonas Crawford, Christiane Mainzer, Kevin Hughes, Mike Bush, Karen Engelsen, Carolyn Inouye, Karen Gorback, Lisa Hopper, Carlos Gonzalez, Bret Black, Chris Horrock, Carmen Guerrero, Alex Lynch, Mike Bush

Absent: Patty Mendez

Guests: Gail Warner, Christine Morla

Meeting Date: **11/27/12**	Minutes Approved: **10/23/12**	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 2:10p.m.
II.	Approval of Meeting Minutes	I,AT	The meeting minutes from September 25, 2012 were reviewed by the committee and *unanimously accepted with refinements*.
III.	Public Comment	I	K. Engelsen made a comment regarding Student Services and program review. She stated that they are in their third cycle right now. It is currently under restricted review but she is working with Bola to get that changed so everyone can view it. There is a tab called Student Services where program review and all meeting minutes are located. More information will be placed up there in the future. R. Cabral asked for Student Services to provide a walkthrough of their processes to the committee. C. Horrock added that the more evidence that can be provided, the better, otherwise it just comes down to subjective opinion.
IV.	Revised PEPR Form Discussion	I	L. Kama'ila passed out the current Annual Review Form with 4021 Program Metrics for 2012-13* and another version* she put together for review. She said the form will be data in the program chart will be pre-populated. She tried to integrate all the data into the form based on what she has heard requested. She said she plans to have a walkthrough of the form as well as assistance on how to use the form and where to find the data.

I,D The committee reviewed the new version of the Program Review form and the following suggestions/changes were made:

1.0 Program Chart Data

1.1 Productivity: **No change**

1.2 Retention: **No change**

1.3 Success Rate: **No change**

1.4 Cost per FTES: **No change**

1.5 Students per section: **Remove**

2.0 Student Learning Outcomes

2.1 Assessments by Results: **No change**

2.2 Courses offered: **No change**

2.3 Assessed SLO's: **No change**

2.4 Changed *to read*: Which rubric did you use and what defines success in your rubric?

2.5 Overall SLO success rate: **No change**

2.6 Cop of PIP: **No change**

2.7 Analysis: **No change**

3.0 Curriculum

3.1 Changed *to read*: Is there a State TMC for your discipline? Yes No

3.2 Changed *to read*: If there is a TMC, at what stage are you in developing or implementing the AA-T/AS-T process?

3.3 Changed *to read:* How many courses do you have in the catalog?

3.4 Changed *to read:* How many of those course outlines are current in CurriUNET?

3.5 Additional *question:* Are there CID descriptors for your course?

4.0 Other data

4.1 Other data presented: No change

5.0 Connections with Campus

5.1 **Changed *to read:* In what ways could administrative components of the campus be helpful to your program? If so, how? If not, what could they do to improve?**

5.2 PEPR communication: **No change**

5.3 Viewpoint from Campus services: **No change**

6.0 Planning for the future

6.1 *Changed to read:* If resources are not available (budget allocation goes down), what suggestions do you have for reducing costs of your program while meeting other program goals?

6.2 Increased resources: **No change**

6.3 Students in major or certificate: *Add sentence - What trends do you see related to your program?*

6.4 *Changed to read:* If you have data regarding average time for completion of a certificate or major in your program, please provide (give the source of the data). Include any plans for reworking your major or certificate to better meet student's needs (see question 6.2 as well).

6.5 Relationship to VCCCD Mission Statement: **No change**

7.0 CTE Only

8.0 Executive Summary

I   L. Kama'ila said that if you have another report you would like in elumen to bring it to the next meeting. She added that if anyone has other questions they'd like to include in the program review form, to send them to her so she can include them.

I   E. Endrijonas added that the section to student learning outcomes does need to be enhanced and also talked about putting a 250 word max for each question so that it will allow everyone to read each program review.

I   L. Hopper asked about the difference in trend data for the annual program review vs. the in-depth program review. The committee discussed 3-year trends and 5-year trends and what would be sufficient. L. Hopper said the data is there it's just how much you want included. C. Inouye suggested to do what we did last year which was 4 years and the committee agreed.

I   E. Endrijonas stated that we will finalize the form at our next meeting and get people started on the process but they won't be due until February or March. We will then need to come up with the rubric they will be judged by. The revised form will be sent out to everyone between now and the next meeting.

V.   Faculty Position Ranking Discussion and Recommendations   I   Not discussed

VI.	Accreditation: Fall 2012 Proficiency Report	I	E. Endrijonas stated that we submitted the Fall 2012 Proficiency report on October 15th. Half of the colleges had to submit their reports October 15th and the other half will submit theirs March 15th. All reports will be reviewed by the commission and a single summary is going to be written and presented to the commission, not on each college, but overall how the colleges are doing on meeting proficiency. She thanked Jim Merrill, Carolyn Inouye and Linda Kamaila for their feedback. She added that we will be having an accreditation visit on November 13th as a follow-up to the District's report. It will be chaired by Dr. Jack Daniels and Donald Singer. We will be having an accreditation forum between now and the visit.
VII.	Adjournment	I,AT	The meeting adjourned at 4:31p.m.
VIII.	Future PEPC Meetings	I	o November 27, 2012 o January 22, 2013 o February 26, 2013 o March 26, 2013 o April 23, 2013