



# PROGRAM EFFECTIVENESS AND PLANNING COMMITTEE (PEPC) MEETING MINUTES

**Present:** Robert Cabral (*co-chair*), Erika Endrijonas (*co-chair*), Bret Black, Hung Su (ASG Rep), Chris Horrock, Chris Mainzer, Carolyn Inouye, Christina Tafoya, Lisa Hopper, Carmen Guerrero, Marnie Melendez (proxy from Alex Lynch), Jim Merrill, John al-Amin (*ex-officio*), Patricia Mendez, Mary Pinto-Casillas, Mati Sanchez, Gail Warner

**Absent:** Alex Lynch (proxy to Marnie Melendez), Jonas Crawford, Andrew Cawelti, Graciela Tortorelli-Casillas, Dan Goicoechea

**Guests:**

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Meeting Date: **12/06/11**

Minutes Approved: **11/22/2011**

Recorded By: Darlene Inda

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**AN = Action Needed**

**AT = Action Taken**

**D = Discussion**

**I = Information Only**

**DISCUSSION/DECISIONS**

- I. Call to Order I The meeting was called to order at 2:06 p.m.
- II. Public Comment I No public comment
- III. Approval of Minutes I,AT The committee reviewed the meeting minutes from October 25, 2011. B. Black made a motion to approve the minutes with refinements, L. Hopper seconded, and *the motion carried unanimously.*
  - I R Cabral thanked J. al-Amin for coming to PEPC as our ex-officio and stated that only a few of members here sit on PBC and at the last session PBC was charged to make a recommendation to the President and after 2 ½ months of deliberation and process, PBC made a motion that was voted 9-6-1 in favor of rejecting the memo. R. Cabral stated that as the proposed AP is approved in next couple months, it's important that PEPC take ownership of imbedding or including this in the Program Review process. He added that we've learned a lot in PBC, but what we need to be clear of is that as this institution moves forward we need to have a process in place regarding program discontinuance, because one of the things PBC felt was that we didn't have sufficient guidance to make the recommendation to the President. He asked the committee to embrace the discontinuance process because it clearly doesn't work at PBC and needs to start here.

- I J. Merrill made a general observation that Program Discontinuance for fiscal reasons would be a new part of the charge of the committee.
  - I E. Endrijonas added that once AP4021 has been vetted and approved at DCSL, the final step will be Chancellor's Cabinet and once it has been blessed, it will go into effect. She stated that after that we have to have a discussion in January to look at the program discontinuance procedure and our own process and see how they come together and we are going to fold it into program review.
  - I C. Horrock stated that the first step would be to develop criteria and measurable goals. E. Endrijonas added to that by stating the current AP4021 does have a list of possible criteria.
- IV. Presentation/Discussion of Multi-year PEPRs
- I R. Cabral stated that we have 8 multi-year program reviews to hear about today and we have agreed on 10 minutes each. B. Black asked what the categories are and the group came up with a consensus of the following 3-point ranking system: Needs Attention, Acceptable, and Excelling.
  - I C. Guerrero presented the following about the program:
    - With the college since inception.
    - Completely renovated since Alan Ainsworth has been here.
    - Curriculum needs to be enhanced. The program started out with very little technical aspect and was all manual, has brought in tech equipment and has trainers, working with project CREATE. He wants to bring Air Conditioning and Refrigeration to an auditing level where they can go in and audit their energy needs.
    - (1) FT person and (4) PT.
    - Cohort program - starts in Fall ends in Spring.
    - Mainly late afternoon and evening classes as there is no interest in morning sessions. First class of the day is at 3:00 p.m.
    - Not a strong need for brand new techs coming in, as it's more retraining.
    - Strong advisory committee, reconstituted, and meets every year. Erika questioned the meeting minutes included in the program review and stated that they possibly were old minutes and C. Guerrero will look into it.
- **Air Conditioning**

- Completion rate and certificates awarded are not as high as they should be. E. Endrijonas stated that she doesn't have any numbers for EPA certification which is an accreditation requirement.
- SLOs always done and have adapted to current SLO process.
- Using sustainable CQI in rubric.
- Good relationship with PT faculty.
- Demand for energy auditors and much of that is funded through Project CREATE.
- Would like to change program to "SMART" technology.

J. Merrill stated that this is the second program in the row where coaching needs to be part of curriculum to get their certificates. C. Guerrero stated that she will bring in counselors to assist with this.

B. Black asked about only 25 students allowed C. Guerrero stated that 25 is capacity because it has a lab component as there is a functioning HVAC system in the room.

- **Auto Body and Painting**

I C. Guerrero presented the following about the program:

- Cohort program – Fall courses are prerequisites for spring courses.
- Successful program for past 25 years.
- (1) FT person, get a lot of assistance from classified but they are not associated with the program.
- Success measured by students finding job placement. There is no formal process and students will let instructor know. Students find jobs on their own or employers call instructor and ask for referrals. Students fall into 2 categories; opening their own shops and other work for other people. They work at dealerships and shops.
- Program is only program in the District and only certificated and AS program in the region. There are courses at ROP and Adult Ed but they are not certificate programs. There have been 39 certificates awarded.
- Students don't normally apply for graduation because most employers do not ask for transcripts; they call the instructor for a reference.
- Need to incorporate technology but they haven't done that because they haven't had funding and most of what they have was received through grants. This year was the first year they got money

from Perkins for equipment which was for computers but have not ordered them yet because we are waiting for the final decision on program discontinuance.

- Demand is strong as Auto Body is not just graphics and painting but also repair.
- Very active advisory committee that meets once a year.
- SLOs that they refer to as competencies. The instructor elected to focus on his program and not the institution and do their assessments at the end of the year.
- Program has always received the best evaluations for faculty.
- Students are asking to be here next year, to be NATEF certified but can't because they don't have classified staff and to be supported by college under general fund.

E. Endrijonas made a comment that the department needs to do something to encourage students to apply because in a data driven process, just saying that people don't apply, doesn't work. C. Guerrero responded that the process will change in the Spring.

J. Merrill asked about the dive in FTEF last Spring. C. Guerrero responded that it was placements because a lot of students in the Fall were placed in jobs.

- **Business**

I R. Cabral stated that his presentation will not include Accounting, just Business:

- Business Program consists of .05% of the General Fund allocation.
- Business is one of the marquee programs.
- Mission statement is to be educational resource of choice and concentrates on completion. Campus data assists with numbers and completion rate.
- Fall headcount for unduplicated students was 293 and the headcount is going up which is a direct reflection of enrollment management and course programming.
- All courses have a DE component to help achieve productivity and efficiency.
- FT faculty has been 100% reassigned time.
- 95-96% productivity.
- 99% course offerings taught by adjunct.
- Advisory group meets annually.
- Each college goal there has 10-11 value points and the program has identified all points.

- 18 courses on the books with 9 currently offered.
- Two majors: AA Business, AS Business Mgmt.
- Program assessment cycle: in Fall 2011 by Spring 2013 will be in assessment level.
- Generate 60-75 FTES annually.
- Producing 5% of certificates a year.

- **English**

I J. Merrill gave the following presentation for English:

- Three missions in one discipline.
- Transitional basic skills component. General education courses, Composition, and Literature.
- Working on AAT in English which may change profile in English.
- WSCH to FTEF – almost entire program is in composition. Cutbacks have increased WSCH to FTEF.
- Literature classes are now full where ½ are taking courses to find available seats.
- Students meet GE requirement if they pass.
- Program SLOs are mapped to Course SLOs.

- **Mathematics**

I B. Black gave the following presentation for Math:

- In a time where classes are being cut, Math has increased in enrollment.
- Most # of students in Math 14 has increased significantly, which is probably directly related to the math competency requirement.
- Calculus has over 50 students in daytime course. The trend has reversed and more of the upper division classes are filling up.
- Headcount – 9 currently and 8 coming up at the end of spring.
- 3.0 FTE loss – non-replacement of fulltime retirements.
- 15 PT but they don't offer office hours.
- Productivity is very close to the 525 level. In 2010 we surpassed that and now we are 581 due to an increased demand in upper division courses. Trying to schedule classes in rooms with higher capacities.
- Success Academy is very strong with ratio.
- Student success – 8 degrees.
- Learning Outcomes near proficiency. Assessing everything in the Fall and next Fall will assess again, the Spring semester is for item analysis.
- Strengths – offer different modalities, DE courses, online courses, and success academy.

- Developing transfer degree.
- Courses for Spring semester already full.
- Resource Request: Additional FT Faculty.

E. Endrijonas asked if the (8) degrees were transfer bound? B. Black responded that he does not have them tracked but they come from increased enrollment in Math120 class. Students are coming here rather than other schools because of the reputation.

- **Philosophy**

I C. Horrock provided the following presentation for Philosophy:

- Outline SLOs course level program, GE brochure and marketing – accreditation reports. DMC, multiple preps, different kinds of statewide interaction.
- Everyone in area is like their own dept. chair.
- Headcount and FTES varied in last 5 years – Philosophy has had the brunt in cuts for Social Science.
- Revenues coming in are quite substantial. Sections average 50+ students per class.
- No courses are offered at night.
- Two online classes and hoping to do more.
- Productivity jumped from 100% to 140%. Lost adjunct and FT are maxed out. They help with career and vocational and with own majors also.
- Student success – retention success rate mirrors the college averages. Goal is to reach out to all of those on the margins and do everything possible to bring them up to speed.
- Completion – only have anecdotal research.
- College Goals – transfer.
- Status of course outlines cut back with TMC.
- SLOs – work together with adjunct.
- Program Demand – meet many basic skills and may become more of a service major. We may start reaching out to the sciences with environmental ethics and Business with Ethics.
- Program Review – constantly refining every year.
- Resource Request – specialized tutoring.

G. Warner stated that she would like a class in Ethics and Public Safety.

- **Psychology**

I C. Horrock provided the following presentation for Psychology:

- Done a lot to maintain the program and productivity

is around 100%.

- Still offer wide variety of courses and great deal of upkeep.
- Student success: measured by how the program looks. (E. Endrijonas pointed out that there was a whole section missing under section 5).
- Completion/Degrees Awarded - #1 declared major on campus as there are so many different ways to use the degree.
- College Goals – old goals were referred to.
- Course outlines are behind and still need 3 courses.
- Student Learning – somewhere between development and proficient. Have begun process of assessing beginning rubrics.
- Resource Request: SPSS software programs as well as counseling, tutoring, mentoring.

- **Physical Sciences**

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C. Mainzer provided the following presentation for Physical Sciences:

- Comprised of 5 disciplines; Astronomy, Chemistry, Geology, Physics, and Geography.
- Chemistry is the program with cuts. Its combined lecture sessions feed into two labs. It's a cost effective measure.
- Offering new AA/AS degree in Chemistry.
- Staffing: 3 out of the 5 programs have FT instructors. Physics instructor left in 2004 which is the #1 Resource Request this year.
- Increased enrollment and are now going to offer Associates in Science degree.
- Productivity: most disciplines far exceeded goal. Fall 2008-Fall 2010 showed a significant increase.
- Student Success: increase in success rates especially in Chemistry, Physics and Geography.
- Developed 6 semester SLO cycle.
- Looking at increasing tutorial services for students.
- Meets College goals; helps to develop skills, AS in Chemistry and Physics. Program encourages more students to enroll in STEM.
- Running out of space in laboratories and have been sharing with Geology.
- DE courses developed are lectured classes. All geography courses listed in catalog are available online and are rotated.
- Planning to offer Hybrid Geology class next year.
- Course outlines; all classes are transferrable.
- Program Demand: STEM grant supports program

and encourages more Hispanic students to enter STEM fields.

- With physical Science program we offer all the programs required for transfer to a University.
- Considering developing pre-engineering program in the future.

I,AT After all the presentations were done, the committee didn't feel that the 3 criteria originally recommended were sufficient in ranking the programs, but could not decide on an alternate procedure. The general consensus though was that all programs fall under the "acceptable" ranking and that none of them need attention. It was also decided that the minutes can be used to reflect the feedback.

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| V.    | Rankings of Faculty positions               | I  | This item will be addressed at the December 6 <sup>th</sup> meeting.  |
| VI.   | Discussion: Other Resource Request Rankings | I  | This item will be addressed at the December 6 <sup>th</sup> meeting.  |
| VII.  | Informational Item: Accreditation           | I  | No Update   |
| VIII. | Adjournment                                 | AT | The meeting was adjourned at 4:38 p.m.  |
| IX.   | Future PEPC Meetings                        | I  | <ul style="list-style-type: none"><li>○ December 6, 2011</li><li>○ January 24, 2012</li><li>○ February 28, 2012</li><li>○ March 27, 2012</li><li>○ April 24, 2012</li></ul> |