



# PROGRAM EFFECTIVENESS AND PLANNING COMMITTEE (PEPC) MEETING MINUTES

**Present:** Linda Kamaila (*co-chair*), Erika Endrijonas (*co-chair*), Lisa Hopper, Jonas Crawford, Michael Webb, Alex Lynch, Robert Cabral, Maria Flores, Christiane Mainzer, Jim Merrill, Karen Gorback, Mike Bush, Chris Horrock, Bret Black, Mati Sanchez, Carmen Guerrero, Connie Campos, Carolyn Inouye, Patty Mendez, Kevin Hughes, Christina Tafoya

**Absent:**

**Guests:**

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Meeting Date: **01/22/13**      Minutes Approved: **11/27/12**      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**

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|------|-----------------------------|------|---|
| I.   | Call to Order               | I,AT | The meeting was called to order at 2:01p.m.   |
| II.  | Adoption of the Agenda      | I    | No additions/changes to the agenda  |
| III. | Approval of Meeting Minutes | I,AT | The minutes of October 23, 2012 were reviewed. C. Mainzer moved to approve the meeting minutes, R. Cabral seconded, and <i>the minutes were accepted with refinements.</i>  |
| IV.  | PEPR Review and Timeline    | I    | The committee discussed “short form” and “long form” wording of the documents and it was suggested that the long form is called “multi-year” and the short form called “annual”. E. Endrijonas added that every three years each program will go through the multi-year process, but every year the annual form will need to be done by all programs.   |
|      |                             | I,D  | The committee reviewed the Annual PEPR form for 2012-2013 and it was decided that each question will be limited to 250 words, except the Executive Summary which will be limited to 500 words. The following changes were made to the form:<br><br><b>1.0 Key Indicators:</b> “Cost per FTES” removed.<br><b>1.1 Productivity:</b> What are your overall trends in productivity as compared to the rest of campus and in relation to the 525% goal? |

\*Handout

**1.2 Retention:** Please explain factors that may be affecting retention rates for your program.

**1.3 Success Rate:** Please analyze your success rates in relationship to the rest of the campus. Would advisories or prerequisites be appropriate to some of your courses? What campus services might be helpful to you? (e.g., better coordination with counseling, tutoring, ½ unit corequisite classes)

**1.4 FTES:** Are there any trends over time in FTES to your program? Identify and explain those trends.

## **2.0 Student Learning Outcomes**

**2.1 Program Assessments:** Attach a copy of your “Assessments by Program” (*see attached instructions for assistance in running this report*).

**2.2 Courses in Discipline:** Are there courses in your discipline(s) not offered since Fall 2010? If yes, please list the courses and explain why they haven’t been offered.

**2.2a If answered “yes” to question #2.2:** Do you have plans for offering them within the next year?

**2.3 SLO Assessment:** Has every course offered been assessed on ALL SLO’s at least one time in the past two years? YES NO If no, please explain why.

**2.4 Results Analysis:** Give a brief analysis regarding your results (including evidence of dialogue regarding the results).

## **3.0 Curriculum**

**3.1 TMC:** Is there a TMC for your discipline(s)?  
YES NO

If your program contains more than one discipline with a possible TMC, please give details below:

If the answer to 3.1 is NO, skip to question 3.3

**3.2 Stage of TMC:** If there is a TMC, at what stage are you in developing or implementing TMC?

(.e.g., No plans, some students have already transferred using AA-T; AA-T/AS-T is completed, etc.).

**3.3 Catalogue:** How many courses do you have in the catalogue?

**3.4 Course Outlines:** How many of those courses have outlines that are current and up to date in Curricunet?

**3.5 C-ID Descriptors:** Are there C-ID descriptors for any of your courses? YES NO

If yes, are those descriptors in Curricunet for all of your courses? YES NO

**3.6 State C-ID Process:** If the answer to 3.5 is yes, have the relevant courses been submitted for certification in the state C-ID process? YES NO  
If no, please explain why.

**3.7 Curriculum Development:** Does your program have any plans for future curriculum development? If so, please describe.

#### **4.0 Connections with Campus**

**4.1 Program Success:** In what ways could other areas of campus be important to your program in improving program success?

#### **5.0 Planning for the Future**

**5.1 Program Costs:** 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?

**5.2 Resource Request(s):** If resources increase, please describe what types of requests would you make for your program? (Include any plans for reworking your major or certificate to better meet student needs).

**5.3 Relationship to Oxnard College Mission Statement:** Read the Oxnard College mission statement. How does your program relate to this mission statement? If you could change the mission statement in some way to better support your program, what would you say?

#### **6.0 CTE Only**

**6.1 Advisory Committee(s):** Please provide a list of the Advisory Committee members, the date(s) the Committee met, and the meeting minutes Labor Demand.

**6.2 Employment Opportunities/Career Trends:** Briefly describe the employment opportunities and career trends for this program. CTE programs should cite relevant Labor Market Information (LMI) regarding the employment opportunities and trends related to this program.

**6.3 Programs of Study:** Discuss the Programs of Study and how they relate to current and projected Labor Demand.

**7.0 Executive Summary:** List anything else about your program that will aid in evaluating/strengthening it

- I The committee discussed review of data and whether it should be from “Fall to Fall” or “Spring to Spring”. E. Endrijonas stated that everyone should focus on Fall to

Fall data and said that this will be one of the issues at the end of the year we discuss to see if it made sense. She added that when it comes to scoring, it will be a committee discussion with no anonymity as these program reviews feed into PBC and are very important.

I E. Endrijonas stated that the Deans will be writing the financial piece of the program review as they will know this information for each program and will collaborate with the department chairs. This way faculty can concentrate on program success. She also stated that she will have Bola King-Rushing and Marc Prado provide training in elumen on how to get certain data for their program reviews.

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| V. Public Comment          | I    | No Public Comment  |
| VI. Accreditation          | I    | No Update  |
| VII. Adjournment           | I,AT | The meeting adjourned at 4:08 p.m.   |
| VIII. Future PEPC Meetings | I    | <ul style="list-style-type: none"><li>o January 22, 2013</li><li>o February 26, 2013</li><li>o March 26, 2013</li><li>o April 23, 2013</li></ul> |