



PROGRAM EFFECTIVENESS AND PLANNING COMMITTEE (PEPC) MEETING MINUTES

Present: Robert Cabral (*co-chair*), Erika Endrijonas (*co-chair*), Marji Price, Christina Tafoya, Carmen Guerrero, Carolyn Inouye, Bret Black, Lisa Hopper, Mati Sanchez, Christiane Mainzer, Jim Merrill, Jonas Crawford, Chris Horrock, Graciela Casillas-Tortorelli, Gail Warner, Mary Pinto-Casillas

Absent: Alex Lynch, Andrew Cawelti, Dan Goicoechea, Hung Su (ASG Rep), John al-Amin (*ex-officio*), and Patricia Mendez

Guests:

Meeting Date: **01/24/2012** Minutes Approved: **12/06/2011** Recorded By: Darlene Inda

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 2:08 p.m. |
| II. Public Comment | I | No public comment |
| III. Approval of Minutes | I | The committee reviewed the meeting minutes of November 22, 2011. J. Merrill moved to approve the minutes with refinements, B. Black seconded, and <i>the motion carried with two abstentions.</i> |
| IV. Faculty Ranking | I | E. Endrijonas stated that we have to give PBC our list of Faculty rankings. She recognized that the committee got a mixed message last year that said when it comes to putting faculty resource requests down it was advisable to request any “new” but also “replacement” positions, even if no one had left. She added that she didn’t think she got the message out well and made a recommendation this time around to not focus on those requests because they aren’t real requests unless that person advised us they were leaving. She stated that we have a couple options; we can review the list that was done last year and reaffirm it, or we can look re-rank the positions submitted today. |

- I C. Guerrero responded saying that the only difference from last year to this year is in Auto Tech. She stated that they lost a FT person who is leaving at the end of this month and since we don't have the status of discontinuance, Auto Tech would still like to request the position be replaced.
- I E. Endrijonas stated that the first thing we need to do is provide PBC with our faculty requests who will then forward them onto the President. She added that the way our FON is looking, it will be 5 positions for 2012-2013 but added that it's a moving target. The second item that E. Endrijonas stated the committee needed to do was to review the "Other" resource requests and decide if it should go to Deans Council to review and recommend.
- I R. Cabral stated that it makes sense to have the Deans look at the "Other" requests because it is in their purview and it makes more sense for Faculty to stay here at this committee.
- I C. Guerrero and M. Price both felt that the committee should look at replacements first and make sure the disciplines that have been vacated are filled and then look at new hires. J. Crawford asked what constitutes a replacement and E. Endrijonas responded that it is a last minute retirement or when someone has indicated that they are retiring.

- Athletics Request

- I
 - One FT Replacement – Full-Time Coach;
 - Estimated Amount \$100,000;
 - Position would have Fall and Spring sport;
 - Need to be able to coach two different sports (possibly at the same time);
 - Load = .466 and the rest of the load would be in Health. C. Inouye stated that there is enough in PE to fill the load. This would be One FT Replacement.

- Auto Technology

- I
 - One FT Replacement – ASE Certified Master Technician Instructor;
 - Estimated Amount \$100,000;
 - Used to have four FT faculty and are now down to two;
 - Program with the two faculty generate more than 100% and are very productive;
 - FT Faculty are master technicians.

- Physical Science I
 - One FT Replacement – Physics/Astronomy Instructor;
 - Estimated Amount \$100,000.
 - Previously listed to be advertised and was pulled;
 - With STEM grant program can utilize the full need by having this position.
 - Represents the base of the science major requirements.
 - No problem getting a full load.
 - Currently Physics is lacking in the commitment for STEM.

- Culinary Arts & Restaurant Management I
 - One FT New Position – Instructor;
 - Estimated Amount \$113,000.
 - Program with the College for 30 years;
 - Limited growth with only one FT.
 - Program has full enrollment;
 - Specifically looking for Culinary Arts instructor.

- Fine Arts I
 - One FT Replacement – Digital Media Instructor;
 - Estimated Amount \$50,000;
 - Replacement of lost Faculty in the department – different discipline.

- Legal Assisting I
 - One FT New Position – Instructor;
 - Estimated Amount \$125,000;
 - 3rd highest FTES in area behind Fire and Child Development;
 - High demand and class fills quickly;
 - Two PT currently fill load so one FT can fill;
 - If filled, may become ABA Accredited.

- Mathematics I
 - One FT Replacement – Instructor;
 - Estimated Amount \$100,000;
 - Pays for itself because the load would be full with 40-50 students per class and then more.
 - Classes always fill up as well as waitlist.

- History I
 - One FT Replacement – Professor;
 - Estimated Amount \$100,000;
 - Very low cost;
 - High Demand;
 - High FTES;
 - Sections fill quickly.

C. Horrock expressed concerns about his request because of the declining budget, but both C. Guerrero and E. Endrijonas stated that the cost for his request will come off the top and that it's the hourly dollars that would be affected.

I After the rationale and explanations were made for the (8) Faculty positions, E. Endrijonas stated that the way she proposed to handle the voting is by providing each member with (5) dots and they will go up and anonymously vote on their top 5 positions. R. Cabral addressed the committee by asking if everyone was in agreement with this method because part of the feedback to Senate was that there were certain Faculty members that felt their voice wasn't being heard and it was in regards to the makeup of PEPC and what it recommends. None of the members responded with any issues regarding the voting method.

I,AT After each member voted, the results were:

- #1 – Legal Assisting: (13) Votes
- #2 – Physical Science-Physics/Astronomy: (12) Votes
- #2 – Mathematics: (12) Votes
- #3 – Social Science-History: (8) Votes
- #4 – Athletics-Coach: (7) Votes
- #4 – Culinary Arts: (7) Votes
- #5 – Auto Technology: (6) Votes
- #6 – Fine Arts-Digital Media: (5) Votes

The general consensus from all of the members was that they were in agreement with the votes.

V. Non-Faculty Resource Request Rankings

I E. Endrijonas stated that earlier in the meeting it was discussed to charge the Deans Council with ranking and making recommendations for the Non-Faculty Resource Request Rankings.

I The committee had a brief discussion about PERKINS funding and how it has been used previously towards instructional supplies and will no longer be able to. C. Inouye emphasized that recommendations for instructional supply needs come from PEPC to PBC.

I C. Guerrero recommended that in the activity of building the budget, the need to have instructional supplies as a fixed line item be a priority. She added that the issue of supplies seems to be thought of as extra and we should deliver the message that instructional supplies are vital to the program and should not be considered as a resource request.

I,AT A motion to approve the following recommendation to PBC was made by C. Mainzer, seconded by G. Warner and accepted by general consensus from the committee members:

Priority other than Faculty be placed on instructional supplies and equipment and furthermore, an instructional line item for instructional supplies be included in the budget building processes.

VI. Informational Item:
Accreditation

I No Update

VII. Adjournment

AT The meeting was adjourned at 4:05 p.m.

VIII. Future PEPC Meetings

- I
- o January 24, 2012
 - o February 28, 2012
 - o March 27, 2012
 - o April 24, 2012