



PROGRAM EFFECTIVENESS AND PLANNING COMMITTEE (PEPC) MEETING MINUTES

Present: Dr. Erika Endrijonas (*co-chair*), Robert Cabral (*co-chair*), Paul Houdeshell, Christina Tafoya, Bret Black, Carolyn Inouye, Jonas Crawford, Chris Horrock, Yong Ma, Marji Price, Jim Merrill, Mati Sanchez, Mary Pinto Casillas, Lisa Hopper, Andy Cawelti

Guests: Dr. Cynthia Herrera

Meeting Date: **02/22/11** Minutes Approved: **01/25/11** Recorded By: Darlene Inda

AN = Action Needed AT = Action Taken D = Discussion I = Information Only

DISCUSSION/DECISIONS

- | | | | |
|------|--|----|--|
| I. | Called to Order | I | The meeting was called to order at 2:06pm. |
| II. | Additions to Agenda | I | No additions to the Agenda. |
| III. | Approval of Minutes | I | The Committee requested that the minutes from the previous meeting be sent out via email prior to the meeting so that they can be reviewed ahead of time. |
| | | I | The Committee reviewed the minutes of the November 23, 2010 meeting. Mary Pinto Casillas stated that her name was not on the list of attendees. |
| | | AT | Jim Merrill moved to approve the minutes of November 23, 2010, with the change noted above. Mati Sanchez seconded, and <i>the motion carried unanimously</i> . |
| IV. | Discussion and Follow-up on PEPR Feedback Sessions | D | R. Cabral discussed the PEPC portal page handout regarding feedback sessions and opened it up to the committee for review and comment. |
- The Committee stated that the following items need to be added/removed from the list:
- Fine Arts (remove)
 - Social Science (add)
 - CRM (add)
 - Biology (add)
- A few other items were brought up regarding the list and R. Cabral added that Accounting submitted a revised document and this list does not reflect that upload.

- V. New Resource Request Form
- AN E. Endrijonas stated that although requests for resources were originally done in PEPR, she is requesting that each request be redone on the new Resource Request Form.
- I E. Endrijonas provided a brief description of the intent and use of this form:
- Business Services, Admin. Services and Faculty will all use this form.
 - Dean will be responsible for filling out the Fund Source Code.
 - One form needs to be done for each request.
 - Each resource request is tied to program review.
- I The Committee brought up questions regarding the ranking and approval process of the form and E. Endrijonas stated that this is just the form that goes to the Dean to review and approve. It then goes from PEPC to PBC and PBC decides on the ranking. R. Cabral added that PBC has never looked at the Program Review Reports and has always relied on what PEPC voted on.
- AN The Committee reviewed the form and requested the following changes:
- Change the way the fiscal year reads to “Resource Request for Fiscal Year 20XX” rather than “20XX-20XX”.
 - Provide a “note” that states “Submit one form per each resource request”.
 - Add “Priority” and box field next to “Amount Requested”.
 - Add “Faculty” as a criteria choice referencing FT/PT or Replacement.
 - Add “Other” as a criteria choice.
 - Add to the explanation of “Justification” by also allowing any necessary documentation (i.e. PEPR) be attached.
 - Change “Reviewed & Recommended by” to “Authored by” and add box field.
 - Remove “Vice President” and “Date:” field.
 - Change “Posted by” to “PBC Reviewed & Ranked” and remove the word “Posted” from the “Date” field.
- I Questions came up regarding PERKINS and E. Endrijonas stated that it needs to be on the form for documentation and it also has to tie back to PEPR so that it’s known it’s necessary. She requested that C.

Guerrero work on the PERKINS process.

VI. Accreditation – Related Items

I E. Endrijonas provided an update and stated that the Accreditation Commission met to decide Oxnard College’s fate and we are still awaiting answers. She stated that PEPC and PBC are core to address the Accreditation concerns.

AN E. Endrijonas requested that an annual and multi-year process/plan be developed that is more in depth. She is currently looking at models as far as what should be used for these reports. She added that an annual plan which is not too involved is needed as well as a multi-year evaluation of each department/plan. The Accreditation team is looking for a much deeper analysis every three years as trends need to be tracked for quality and productivity. She suggested a more efficient method which would be to put into an electronic format and update it each year rather than redoing it.

VII. Preparing for Annual PEPC Evaluation

D R. Cabral stated that regarding last year’s PEPC Evaluation, only two responses were received and he’d like to get more responses this year so that it can be a more proactive committee. He suggested a mid-year evaluation, with the first item on the agenda be completing the evaluation of the committee.

J. Merrill suggested that the discussion/conversation be documented in the meeting minutes rather than doing the evaluation separately.

C. Horrock stated that the Feedback Form as previously used can be used to start the feedback discussion and use it as a guide and frame for the conversation.

VIII. Adjournment

I The meeting adjourned at 3:22p.m.

IX. Future PBC Meetings

- I
- February 22, 2011
 - March 22, 2011
 - April 26, 2011