

# **OXNARD COLLEGE PROGRAM EFFECTIVENESS AND PLANNING COMMITTEE**

**Minutes  
FOR THE SPECIAL  
MEETING OF PEPC  
Tuesday, March 9th, 2010**

**2:00 P.M. at President's Conference Room**

## **Oxnard College Mission Statement**

Oxnard College promotes high quality teaching and learning that meet the needs of a diverse student population. As a multicultural, comprehensive institution of higher learning, Oxnard College works to empower and inspire students to succeed in their personal and educational goals and aspirations.

As a unique and accessible community resource, our mission is to provide and promote student learning:

- Transfer, occupational, and general education, second language acquisition, and basic skills development;
- Student services and programs;
- Educational partnerships and economic development; and
- Opportunities for lifelong learning.

Oxnard College intends to lead its community to fulfill its highest potential.

## **AUTHORITY**

The Program Effectiveness and Planning Committee (PEPC) was created to analyze each Program's Program Effectiveness Plan (PEP) and to make recommendations to the Planning and Budgeting Council regarding said Plans.

## **PURPOSE**

The Program Effectiveness and Planning Committee makes recommendations to the Planning and Budgeting Council on all matters related to program effectiveness and program planning. In making those recommendations, PEPC receives a Program Effectiveness Plan from each and every College program.

## **MEMBERSHIP**

Members come from divisions and departments and are comprised of the Department Chair, Coordinator, Supervisor, or designee in such departments, etc. In addition, all members are to have a designated alternate attend in the event of their absence.

Members have the following responsibilities:

- Assist their departments and/or divisions in providing PEPC with each Program’s PEP by mid-November of each year
- Report information from PEPC back to their division/department
- Present the views of the division/department they were chosen to represent, not solely their own views
- Attend PEPC meetings per the schedule outlined in the Program Effectiveness and Planning Process and Timeline (Please refer to diagram in Appendix A for a visual representation of this Process and Timeline.)

## I. Call to Order –

The PEPC session was called to order at 2:15PM @ JCC 3B.

In attendance:

Name	Sign In	Department
Erika Endrijonas	X	EVP – Co-Chair
Robert Cabral	X	AS President – Co-Chair
Gwendolyn Lewis Huddleston		Dean
Floyd Martin	X	Dean
Carmen Guerrero	X	Dean
Carolyn Inouye	X	Dean
Ishita Edwards	X	Social Science
Yong Ma	X	Science
Mati Sanchez	X	Performing Arts
Christine Morla		Fine Arts
Patricia Mendez	X	Child Development
Kim Karkos		Child Development Ctr.
Hussein Fahs	X	Math
Mary Pinto-Casillas	X	BUS/CIS/CRM/LA/TV
Paul Houdeshell		Fire Tech
Christine Tafoya	X	Dental
Jim Merrill	X	Letters
Jonas Crawford		Athletics
Alex Lynch	X	Technology
Graciela Tortorelli	X	PE/HED
Ana Maria Valle		EOPS

(X – indicates attendance)

## II. Discussion Items

- **Box.net** – R. Cabral gave a brief presentation on box.net. Cabral reported out that this is a temporary virtual storage site that will allow PEPC members to access and review the current PEP and Resource reports. It was agreed and consented by PEPC that each department will review and

edit their report as a result of their feedback sessions, as the department saw fit. It was further agreed that March 19<sup>th</sup> is the deadline to provide feedback to R. Cabral in order to publish a “Final” list.

- **Faculty Prioritization-** The co-chairs led a discussion on faculty prioritization in order to present to PBC at their March 17<sup>th</sup> session. It was agreed by PEPC that R. Cabral take to PBC the following message, “The PEPC committee had a special meeting on March 9<sup>th</sup> to discuss instructional resource request ranking. Although the committee has requested additional time to review each departments needs, the committee agrees that there is great concern of lack of resources for instructional supply budgets and supplanting of supply budgets.”

### **III. Adjournment**

The meeting was adjourned at 4:05PM.

**PEPC Meeting Calendar:**  
**All meetings times will be from 2:30PM – 4:30PM**

~~September 29<sup>th</sup>~~

~~October 27<sup>th</sup>~~

(Meeting @ **1PM** prior to OC Budget Forum)

~~November 24<sup>th</sup>~~

~~January 26<sup>th</sup>~~

~~February 9<sup>th</sup>\*~~

Special meeting

~~February 23<sup>rd</sup>~~

~~March 9<sup>th</sup> \*~~

Agreed tentative meeting, room TBD

~~March 23<sup>rd</sup>~~

~~April 27<sup>th</sup>~~

~~May 11<sup>th</sup>~~

As needed