

OXNARD COLLEGE PROGRAM EFFECTIVENESS AND PLANNING COMMITTEE

<p>MINUTES FOR THE ORGANIZATIONAL MEETING OF PEPC Tuesday, September 29th, 2009</p>

2:30 P.M. at LRC-5

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 and welcome to new members and orienting the whole committee to its functions and roles.

The PEPC organization meeting was called to order at 2:40PM.

In attendance:

Yong Ma, Ishita Edwards, Kim Karkos, Hussein Fahs, Jim Merrill, Gary Morgan, Tom Stough, Ana Marie Valle, Christina Tafoya, Alex Lynch, Carmen Guerrero, Gwendolyn Lewis Huddleston, Floyd Martin, Carolyn Inouye.

Co-chairs: Erika Endrijonas, Robert Cabral

II. Additions to the Agenda

- J. Merrill led a discussion related to accreditation on how the PEPC process should relate to the college's mission statement. He commented that PEPC should reflect the values of the mission, not just showing up on forms, but producing outcomes related to the goals of the mission. The committee agreed as the mission is viewed globally across the campus governing bodies, PEPC should produce outcomes that tie-in to the mission.
- C. Guerrero led a discussion on the possibility of a standardized reporting process that incorporates the requirements of Perkins. She suggested reviewing Fire Techs template as it ties Perkins allocation specifics to the PEP form.

III. Approval of Minutes from May meeting

The committee's last minutes of record were dated March 24, 2009. A. Valle, a PEPC member of last academic year, agreed to review her personal file and forward to the co-chairs any and all minutes of record. The May minutes will be brought forward to the next PEPC meeting.

IV. Review the Budget Development Process.

The committee's first organizational meeting was on identifying key areas of focus that were carry over item from last year, new items to be delivered by PEPC this year, and updating the new PEPC co-chairs of the processes the committee has been engaged in.

The committee listed the following items as future areas of discussion and work of the group:

1. The PEPC process as it relates to the college's mission statement.
2. The scope of PEPC.
3. PEP report forms and proposed changes/updates to this years report form.
4. Development of "core" definition and application of core as it applies to student services.
5. The role of the PEPC process as it relates to PBC.
6. Integrating feedback from PBC.
7. Data availability and the standardization of reports.
8. Data as it applies to pre-populating reports and forms.
9. PEPC's role on reviewing non-instructional programs.
10. Update on program discontinuance.

It was agreed by the co-leaders that they would meet prior to the next scheduled meeting to review the discussion list, update all minutes of record, receive input from committee members on current forms, and identify any gaps on moving the committee forward.

VII. Adjournment

The meeting adjourned at 4:10PM.

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

Presidents Conference Room

September 29th

October 27th

November 24th

January 26th

February 23rd

March 23rd

April 27th

May 11th

If needed