

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.)

OXNARD COLLEGE PROGRAM EFFECTIVENESS AND PLANNING COMMITTEE

(Revised 11/24/10)

MINUTES FOR THE MEETING OF PEPC Tuesday, October 26th, 2010

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

1. Attendees

Paul Houdeshell, Erika Endrijonas, Robert Cabral, Yong Ma, Carmen Guerrero, Graciela Casillas-Tortorelli, Chris Horrock, Matilde Sanchez, Bret Black, Marjorie Price, Andrew Cawelti, Jim Merrill.

2. Call to Order.

The meeting was called to order at 2:10 pm.

3. Additions to the Agenda.

There were no additions to the agenda, but Robert did announce that the Participatory Governance Manual has been vetted and approved by the Academic Senate, Classified Senate, Associated Student Government, and by Management, and it has been posted on the website. The Co-Chairs of the Participatory Governance committees and Instructional Technologist Bola King met with Dr. Duran to discuss refining the Oxnard College website, especially the need to post meeting agendas and minutes in order to meet Brown Act requirements. Dr. Duran has hired Kathy Spencer on a part-time basis to serve as a webmaster and to help clean up and strengthen the OC website. It was also noted that one of the Accreditation visiting team recommendations was the need for greater communication. Mention was also made of the space currently available in the LRC window boxes for posting agendas, too.

4. Approval of the September 28th meeting minutes.

The minutes from the September 28, 2010 meeting were reviewed and approved. It was noted that Paul Houdeshell was present at the meeting. It was also suggested that the minutes be sent out in advance of the meeting.

5. Accreditation Follow up & Discussion

The committee then discussed the follow up to the recent ACCJC Accreditation Site Visit. Among the seven recommendations was one devoted specifically to strengthening the program review process. The visiting team encouraged the college to introduce a multi-year approach program evaluation, one that includes deeper analysis of data and program effectiveness. There was discussion about the availability of the data required to complete this type of analysis. Several faculty members offered examples of data that they have based on personal contacts with students; in addition to the ways they have assessed effectiveness without greater access to data. Robert indicated that some data that is available has been aligned to this greater level of scrutiny, but our process and forms do not necessarily draw upon the data adequately. It was agreed that this should be a topic throughout the remainder of the 2010-2011 year in preparation for strengthening the process next year. It was agreed that the faculty would go back to their respective departments and have a discussion about how their department defines effectiveness.

6. Discussion: Program review feedback sessions and report out process.

Robert reported that many PEPRs have been uploaded. Some of the Deans noted that they are currently reviewing the PEPRs and editing as necessary before submission. The reports can be found in the OC PEPC Group, under Files, and there is a folder entitled 2010-2011 PEPRs. The PEPRs are posted in the DOCX format, but the final versions will be posted as PDFs.

A question was raised about whether the PEPR and the Resource Requests were the same forms. After some discussion, it was agreed that if faculty had included a resource request from last year's form that it would be accepted. However, Robert Cabral was asked by PEPC to present the current form to PBC for direction. PBC has two options: to reaffirm the current form or to make alterations based on feedback on last year's form. Mention was also made of the need to connect the resource requests to the 6 district goals that the Board communicated after their June planning retreat. PEPC will also add the resource requests to the next PEPC agenda.

Feedback Sessions: Robert handed out the PEPC Feedback Meeting calendar. About 28-30 1-hour feedback sessions will be held in November and December.

7. Adjournment

The meeting was adjourned at 3:40.

**Meeting Schedule
4th Tuesdays @ 2PM**

8/24

9/28

10/26

11/23

1/25

2/22

3/22

4/26