

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

**MINUTES  
FOR THE  
MEETING OF PEPC  
Tuesday, October 27<sup>th</sup>, 2009**

**1:00 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 meeting was called to order at 1:05.

## **II. Additions to the Agenda**

There were no additions to the agenda.

## **III. Approval of Minutes from April & September meetings**

The September 29<sup>th</sup> Meeting Minutes were approved (Motion: Edwards/Second: Gary Morgan). The April Meeting Minutes have not been located yet.

## **IV. Discussion on PEPC process for 2009-10**

EVP Erika Endrijonas described the process that she and Academic Senate President Robert Cabral plan to use for the 2009-2010 PEPC process. After Dr. Duran determined that Student Services and Administrative Services would conduct their own Program Reviews using the most appropriate means of data collection and analysis for their respective areas, Erika met with Dean Gwendolyn Lewis-Huddleston and Robert to review last year's process and to discuss what changes might be made to the process.

The major difference between this year and last year will be the deletion of the "dyads" and "triads" as the method by which departments received feedback on their PEPC documents in preparation for the "prioritization" and "gridification" process.

## **V. Discussion on PEPC forms and data**

Erika reviewed the PEPC form with the group and requested corrections to the form. Such suggestions included removing the Program Name from the sample form; removing the data boxes for each element; adding “including instructional support personnel” to the last sentence of item #3. Staffing; and, specifically requesting the names of CTE Advisory Committee members and the dates and minutes from their meeting(s) in #8. Labor Demand.

The suggested timeline is as follows:

1. The revised PEPC forms with the suggested changes will be sent out by Friday, October 30<sup>th</sup>.
2. The data for each department will be sent out by Friday, November 6<sup>th</sup>.
3. The completed PEPC forms are due to Erika and Robert by Tuesday, December 1<sup>st</sup>. Between December 1<sup>st</sup> and mid-January, Erika and Robert will meet with each Department Chair/Program Chair and their respective dean(s) to provide direct feedback regarding their Program Review.
4. All Program Reviews should be revised and submitted for PEPC presentations at the regularly scheduled January and February meetings, and possibly an additional meeting TBD.
5. It was emphasized that ALL PEPC members would be expected to have read all of the Program Reviews in preparation for the brief presentations at the January and February meetings.
6. The prioritization process would take place in February in preparation for submitting the resource allocation priorities for Instructional programs to the Planning and Budget Council in time for their March meeting.
7. Finally, Erika assured (and promised) that the April and May PEPC meetings would be devoted to “closing the feedback” loop on the prioritizations sent forward to PBC so that all PEPC participants were fully informed regarding the resource allocation process and what, if any, follow up was required.

As part of her suggestion to remove the data boxes from the PEPC form, Dean Carolyn Inouye stated that she would provide data to each individual department/program on a single sheet that should be used as part of the PEPC process and attached to the PEPC form prior to submission. There was agreement among the PEPC members that this would be an easier way to include the relevant data. Carolyn then said that she would do her best to get the data out by the following Friday.

## **VI. Discussion on additional meeting date in Spring**

Because the PEPC meeting was cut short by the President’s Budget forum, there was no discussion of an additional meeting date in Spring 2009. This will be discussed at the next PEPC meeting.

## **VII. Adjournment**

The meeting was adjourned at 1:55 pm.

**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 23<sup>rd</sup>**

**March 23<sup>rd</sup>**

**April 27<sup>th</sup>**

**May 11<sup>th</sup>**

If needed