

OXNARD COLLEGE PROGRAM EFFECTIVENESS AND PLANNING COMMITTEE

<p>MINUTES FOR THE MEETING OF PEPC Tuesday, November 24th, 2009</p>

2:30 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 – 2:30PM

The PEPC meeting for November 24th was called to order at 2:35PM.

In attendance:

Name	Sign In	Department
Erika Endrijonas	X	EVP – Co-Chair
Robert Cabral	X	AS President – Co-Chair
Gwendolyn Lewis Huddleston	X	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	X	Fine Arts
Patricia Mendez	X	Child Development
Hussein Fahs	X	Math
Mary Pinto-Casillas	X	BUS/CIS/CRM/LA
Paul Houdeshell	X	Fire Tech
Gary W. Morgan	X	Fire Tech
Christine Tafoya	X	Dental
Jim Merrill	X	Letters
Jonas Crawford	X	Athletics
Alex Lynch	X	ENGT
Graciela Tortorelli	X	PE/HED

II. Additions to the Agenda

Shared Governance Document – R. Cabral led a discussion on the updating of the Shared Decision Making Manual. A copy of the current committee structure was distributed for review. It was agreed that committee members would forward their comments and refinements to Cabral by December 11th.

III. Approval of Minutes from October 27th meeting

The meeting minutes of the October 27th PEPC session were distributed and reviewed by the committee. The minutes were approved as presented. M/S/C

IV. Update on PEPC process, resource request, and website for 2009-10

The co-chairs led a discussion on the PEPC process. J. Merrill requested an operational flow chart of the new process to be included in the PEPC web site. Cabral indicated that he will develop a flow chart and will share at a future committee meeting. He also stated that he has received a login password to manage the site and will update accordingly.

It was noted that the PEPC data was delivered on November 23rd and caused a glitch in the PEP reporting deadline. The chairs led a discussion with the committee and agreed to extend the deadline to December 8th. C. Inouye indicated that the CTE division data is still being reviewed and will be distributed by end of week. The chairs commented that given the new deadline departments are still encouraged to submit their reports prior to the deadline if completed.

V. Discussion on PEPC department meetings

The co-chairs led a discussion and requested volunteers who would be willing to meet in December for their program review. It was agreed that both chairs would meet with the department reps to review and share general comments globally to the committee members. I. Edwards indicated that certain departments may request additional representation at the review meeting and the co-chairs should be willing to work with each department accordingly.

The following departments agreed to meet for December PEP reviews:
Fire Tech, Dental Hygiene, PE, Business/CIS

VI. Follow up on additional meeting date in Spring

The chairs led a discussion on the possibility to add an additional meeting date in Spring '10 to ensure proper consultation of PEP forms and submission timeliness to the PBC's March 17th meeting. The committee agreed to add March 9th as the tentative meeting date. The chairs will advise of a proposed room prior to the meeting.

VII. Adjournment

The PEPC meeting adjourned at 3:45PM.

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

~~September 29th~~

~~October 27th~~

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

~~November 24th~~

January 26th

February 23rd

March 9th*

Agreed tentative meeting, room TBD

March 23rd

April 27th

May 11th

If needed