PRESENT: Rhue Bruggeman, Stephanie Burns, Matt Christensen, Bob Freschi, John Liscano, Ana Lopez, Martin Murphy, JoAnn Stubitsch, Judie Walter-Burke, Robyn Wornall

ABSENT: Oscar De Haro, Donna Geiger, Chris McCarthy, Sue Nelson, Regina Orozco, Erik Shearer

1.0 Introductions
Ana Lopez (ASB rep) and JoAnn Stubitsch (Classified rep) were introduced.

2.0 Announcements
The revised Planning & Budget Policy was approved by the Academic Senate Executive Committee and will go to the Academic Senate next Tuesday. Robyn Wornall announced that a Research Assistant (hourly temporary - 35 hrs) position has been approved. It will be open until it is filled. If it isn’t filled by February we will advertise in the newspaper.

3.0 Public Comment
None

4.0 Approval of Minutes
The minutes for October 31 and November 21, 2008, will be sent out via email for approval.

5.0 Adoption of Agenda
M/S/C to adopt the agenda

6.0 Information/Action

6.1 Approve additions to Program Evaluation and Planning form
The committee will review proposed additions to the PEP questionnaire related to online instruction and off-campus offerings. The changes will go into effect in 2009

Part 1, 3. Curriculum and Instruction
Added questions regarding on-line services and off-campus offerings

Part 2, 5. Enrollment Trends and Student Satisfaction
Added B., C., D. which addresses on-line services and off-campus offerings.

Since the spring FLEX day activities will be devoted to assessment - the PEP orientation will be held on a Friday morning.

There have been a few revisions to the PEP Cycle. Since there were too many programs scheduled for 2010 - we moved some to 2009. Initially there weren’t going to be any programs scheduled for 2009 due to the Accreditation.
6.2 Establish Standard I subcommittee to make final revisions to the draft of the accreditation self study.

6.3 Overview of Accountability Reporting for the Community Colleges (ARCC) - Robyn Wornall

The Hospitality Program and Paramedic/EMT Program were initially scheduled for 2010 - but have been moved to 2013.

The 2008 PEP reports have been completed and the verification teams are working on their reports.

An evaluation survey will be sent out to everyone that participated in the 2008 PEP process.

Judie and Stephanie asked for volunteers to serve on a subcommittee which will make final revisions to the draft of the Standard 1 report. Volunteers: Stephanie Burns, Judie Walter-Burke, John Liscano, JoAnn Stubitsch, Bob Freschi, Valerie Exum.

The report will be sent to the volunteers via email and a hard copy will be put in their mail boxes.

Robyn gave an overview of Accountability Reporting for the Community Colleges (ARCC) due to the fact that there are a number of new Planning Committee members.

7.0 Other Business

None

Adjourned: 2:10 p.m.

Carolyn Sanchez
Recording Secretary