

Crafton Hills College
Planning and Program Review Timeline for Program Review, 2013-2014
PPR Committee Approved, May 6, 2013, Revised October 23, 2013

The **fifteen** units scheduled to complete a Program Review in 2013 – 2014 and **assigned committee contacts** are listed below. Units may contact any committee member for help with completing their program review. All remaining units will participate in the Annual Planning Process.

Administrative Services

Technology Services – Ben Gamboa

Instruction

Arts & Sciences: Biology and Physical Sciences

Biology – **Keith Wurtz / Bryan Reece**
 Chemistry – **Robert Brown**

Arts & Sciences: BEIT

Business/Accounting/Marketing – **Jessica McCambly / Meridyth McLaren**

Arts & Sciences: Communication & Language

Foreign Language – **Gary Williams**

Communication Studies – **Gary Williams**

Arts & Sciences: Health Ed/PE – Jessica McCambly / Meridyth McLaren

Career & Human Development: Allied Health

Respiratory Care – **Brad Franklin / Gary Williams**
 Radiologic Technology – **Brad Franklin / Gary Williams**

Career & Human Development: Public Safety

Emergency Medical Services – **Brad Franklin / Gary Williams**

MERIS

Copy Center/Teaching Aids – **Bryan Reece**

Student Services

Counseling & Matriculation

Counseling – **Rebecca Warren-Marlatt**

Student Services & Student Development

Health and Wellness – **Rebecca Warren-Marlatt**

Student Life – **Rebecca Warren-Marlatt / Annaly Medrano**

Transfer Center - Rebecca Warren-Marlatt / Ben Gamboa

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Date(s)	Tentative Agenda for Committee Meeting	Program Review	Annual Planning
Sept. 9, M	Introduction. Committee meets to go over the Process, Timeline, Web Tool, Blackboard, Committee Contact assignments, Assigning mentors to new PPRC members etc.	PPR Committee Contacts, process, timeline, web tool, and data. Send link to PPR data to chairs by August 26 th . Send timeline to Deans and Chairs by August 26 th . Memos and instructions to PPR units by Sept. 11.	Send link to PPR data to chairs by August 26 th . Memos and instructions to Annual Planning participants by Sept. 17
Sept. 11, W	No Meeting	Workshop (12-1), Planning and Program Review, Wurtz	Workshop (12-1), Annual Plans, Wurtz
Sept. 16, M	Open meeting with all units		
Sept. 23, M	Open meeting with all units		
Sept. 25, W	No Meeting	Workshop (12-1), Planning and Program Review, Wurtz	Workshop (12-1), Annual Plans, Wurtz
Sept. 30, M	Open meeting with all units		
Oct. 7, M	Open meeting with all units	Invitations and dates to meet with the committee sent to PPR units	
Oct. 14, M	Open meeting with all units	Due date reminder sent to PPR units. Committee contact meetings this week with Planning Units.	
Oct. 21, M	Flex Day, No Meeting	Workshop (12-1), Planning and Program Review, Wurtz	Workshop (12-1), Annual Plans, Wurtz
Oct. 28, M	Open meeting with all units	Deadline, units submit finalized program review plans using the PPR Web Tool.	

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Nov. 4, M	Meeting with Student Life		
Nov. 11, M	Veterans Day, No Meeting		
Nov. 18, M	Meeting with Transfer Center		
Nov. 25, M	Meeting with Health and Wellness and Copy Center		
Dec. 2, M	Meeting with Emergency Medical Services and Respiratory Care		Deadline, annual plans due to Deans/Managers
Dec. 9, M	Meeting with Communication Studies and Health/PE		Deadline, Deans return summary forms to units, convene meetings with units to discuss Annual Plans
Dec. 16, M	No Meeting , Finals Week, No Meeting		
Dec. 23, M	No Meeting		
Dec. 30, M	No Meeting		
Jan. 6, M	No Meeting		
Jan. 13, M	No Meeting, Spring 2013 Instruction Begins		
Jan. 20, M	No Meeting, Martin Luther King Jr. Holiday,		
Jan. 27, M	Counseling, Chemistry, and Foreign Language		
Jan. 29, W	No Meeting		Workshop (12-1), Annual Plans
Feb. 3, M	Meeting with Technology Services and Business/Accounting/Marketing		
Feb. 10, M	Meeting with Biology and Radiologic Technology		Deadline, units submit finalized annual plans using the PPR Web Tool.
Feb. 17, M	Washington's Birthday, No Meeting		
Feb. 24, M	Meeting, Finalize feedback to all programs, Review Annual Plans for Distressed Programs: Financial Aid and Physics/Astronomy		

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March 3, M	Meeting, Finalize feedback to all programs, Review Annual Plans for Distressed Programs: Financial Aid and Physics/Astronomy	Deadline for Departments to prioritize objectives	
March 10, M	Meeting, , Review Annual Plan for Distressed Program: Public Safety and Services, Finalize feedback to 2012-2013 Distressed Programs	Deadline for Divisions to prioritize objectives	
March 14, M	No Meeting	Deadline for Areas to prioritize objectives	
March 17, M	Spring Recess, No Meeting.		
March 24, M	Long meeting: PPR Committee Prioritizes Objectives from Area Plans		
March 31, M	Discussion, Evaluation of the PPR process, 4-year cycle, questions, handbook etc.; committee surveys		
April 7, M	Discussion, Evaluation of the PPR process, 4-year cycle, questions, handbook etc.; committee surveys		
April 14, M	Discussion, Evaluation of the PPR process, 4-year cycle, questions, handbook etc.; committee surveys	PPR survey Distributed to participants by April 15	
April 21, M	Cabinet meets to discuss PPR recommendations		
April 28, M	Deadline, President's Memo to PPR and to the Campus Community		
May 5, M	PPR Committee Meets to discuss survey results, recommendations, revisions to PPR web tool, Review Timeline for Next Year		
May 12, M	PPR Committee Meets to discuss survey results, recommendations, revisions to PPR web tool, Finalize Timeline for Next Year		