

Crafton Hills College
Planning and Program Review Timeline for Program Review, 2014-2015
PPR Committee Approved, May 5, 2014, Revised September 12, 2014

The **fourteen** units scheduled to complete a Program Review in 2014 – 2015 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. Please refer to the Planning and Program Review Handbook as a guide to answering the questions and working in the web tool.

<u>Office of the President</u>	<u>Administrative Services</u>	<u>Instruction</u>	<u>Student Services</u>
<p>Institutional Effectiveness, Research, and Planning – Ben Gamboa</p> <p>Resource Development and Grants – Keith Wurtz</p>	<p>Bookstore – Ben Gamboa</p> <p>Facilities (Custodial, Maintenance, & Grounds) – Daniel Bahner</p>	<p>Arts & Sciences: Biology and Physical Sciences</p> <p>Biology – Bryan Reece Anatomy/Physiology – Meridyth McClaren</p> <p>Arts & Sciences: BEIT CIS – Jessica McCambly</p> <p>Arts & Sciences: Fine Arts Art – Meridyth McClaren</p> <p>Arts & Sciences: Honors Program – Ben Gamboa</p> <p>Career & Human Development: Allied Health Radiologic Technology – Rebeccah Warren-Marlatt</p> <p>Career & Human Development: Public Safety Fire Academy – June Yamamoto Paramedics – June Yamamoto Public Safety and Services – Keith Wurtz</p> <p>MERIS Tutoring Center – Robert Brown</p>	

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Date(s)	Tentative Agenda for Committee Meeting	Program Review	Annual Planning
Sept. 8, 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 29 th . Send timeline to Deans and Chairs by August 29 th . Memos and instructions to PPR units by Sept. 13.	Send link to PPR data to chairs by August 29 th . Memos and instructions to Annual Planning participants by Sept. 20
Sept. 10, W	No Meeting	Workshop (12-1), Planning and Program Review, Wurtz, Focus of workshop will be on answering questions 1 and 2	Workshop (12-1), Annual Plans, Wurtz
Sept. 15, M	Open meeting with all units	Focus of meeting will be on answering questions 3 and 4	
Sept. 22, M	Open meeting with all units	Focus of meeting will be on answering questions 5 and 6	
Sept. 24, W	No Meeting	Workshop (12-1), Planning and Program Review, Wurtz, Focus of workshop will be on answering questions 7 and 8	Workshop (12-1), Annual Plans, Wurtz
Sept. 29, M	Open meeting with all units	Focus of meeting will be on answering questions 9 and 10	
Oct. 6, M	Open meeting with all units	Invitations and dates to meet with the committee sent to PPR units	
Oct. 13, M	Open meeting with all units	Due date reminder sent to PPR units. Committee contact meetings this week with Planning Units.	
Oct. 20, M	Open meeting with all units	Workshop (12-1), Planning and Program Review, Wurtz	Workshop (12-1), Annual Plans, Wurtz
Oct. 27, M	Open meeting with all units	Deadline, units submit finalized program review plans using the PPR Web Tool.	

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Nov. 3, M	Meeting with Institutional Effectiveness, Research, and Planning and Resource Development & Grants		
Nov. 10, M	Meeting with Bookstore and Facilities (Custodial, Maintenance, & Grounds)		
Nov. 17, M	Meeting with Bookstore and Facilities (Custodial, Maintenance, & Grounds)		
Nov. 24, M	Meeting with Honors Program and Tutoring Center		
Dec. 1, M	Meeting with CIS and Art		Deadline, annual plans due to Deans/Managers
Dec. 8, M	Meeting with Paramedics and Fire Academy		Deadline, Deans return summary forms to units, convene meetings with units to discuss Annual Plans
Dec. 15, M	No Meeting , Finals Week, No Meeting		
Dec. 22, M	No Meeting		
Dec. 29, M	No Meeting		
Jan. 5, M	No Meeting		
Jan. 12, M	No Meeting, Spring 2013 Instruction Begins		
Jan. 19, M	No Meeting, Martin Luther King Jr. Holiday,		
Jan. 26, M	and Anatomy/Physiology and Public Safety and Services		
Jan. 28, W	No Meeting		Workshop (12-1), Annual Plans
Feb. 2, M	Meeting with Biology and Radiologic Technology		
Feb. 9, M	Meeting, Finalize feedback to all programs, Review Annual Plans for Distressed Programs: Financial Aid and Physics/Astronomy		Deadline, units submit finalized annual plans using the PPR Web Tool.
Feb. 16, M	Washington's Birthday, No Meeting		
Feb. 23, M	Meeting, Finalize feedback to all programs, Review Annual Plans for Distressed Programs: Financial Aid and Physics/Astronomy		

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March 2, 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 9, 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 16, M	Spring Recess, No Meeting.		
March 27, F	No Meeting	Deadline for Areas to prioritize objectives	
March 30, M	Long meeting: PPR Committee Prioritizes Objectives from Area Plans		
April 6, M	Discussion, Evaluation of the PPR process, 4-year cycle, questions, handbook etc.; committee surveys		
April 13, M	Discussion, Evaluation of the PPR process, 4-year cycle, questions, handbook etc.; committee surveys	PPR survey Distributed to participants by April 15	
April 20, M	Cabinet meets to discuss PPR recommendations		
April 27, M	Deadline, President's Memo to PPR and to the Campus Community		
May 4, M	PPR Committee Meets to discuss survey results, recommendations, revisions to PPR web tool, Review Timeline for Next Year		
May 11, M	PPR Committee Meets to discuss survey results, recommendations, revisions to PPR web tool, Finalize Timeline for Next Year		