

**Crafton Hills College**  
**Planning and Program Review Timeline for Program Review, 2015-2016**  
**PPR Committee Approved, May 4, 2015**

The **sixteen** units scheduled to complete a Program Review in 2015 – 2016 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>   |
|--|--|---|---|
| <b>Marketing &amp; Public Relations</b><br>– Keith Wurtz | <b>Administrative Services Area</b> – Ben Gamboa<br><br><b>Cafeteria</b> – Keith Wurtz<br><br><b>Facilities</b> – Rebecca Warren-Marlatt | <b>Sciences: Biology and Physical Sciences</b> – Bryan Reece<br><br><b>Sciences: Microbiology</b> – Daniel Bahner<br><br><b>Sciences: Physics/Astronomy</b> – Bryan Reece<br><br><b>Sciences: Economics</b> – Daniel Bahner<br><br><b>Sciences: Philosophy and Religious Studies</b> – Daniel Bahner<br><br><b>Career &amp; Human Development: Child Care Center</b> – Meridyth McLaren<br><br><b>Career &amp; Human Development: Emergency Training Center</b> – Rebecca Warren-Marlatt<br><br><b>Career &amp; Human Development: Fire Technology</b> – Ben Gamboa<br><br><b>MERIS: English</b> – Jessica McCambly<br><b>MERIS: Reading</b> – Jessica McCambly | <b>Counseling and Matriculation (Student Success and Support): Matriculation</b> – Rebecca Warren-Marlatt<br><br>Student Services and Student Development: Financial Aid – Rebecca Warren-Marlatt |

**Crafton Hills College**  
**Planning and Program Review Timeline for Program Review, 2015-2016**  
**PPR Committee Approved, May 4, 2015**

| <b>Date(s)</b>     | <b>Tentative Agenda for Committee Meeting</b>   | <b>Program Review</b>  | <b>Annual Planning</b>   |
|--------------------|---|--|--|
| Sept. 14, 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.<br>Send link to PPR data to chairs by August 28 <sup>th</sup> .<br>Send timeline to Deans and Chairs by August 28 <sup>th</sup> .<br>Memos and instructions to PPR units by Sept. 12. | Send link to PPR data to chairs by August 28 <sup>th</sup> .<br>Memos and instructions to Annual Planning participants by Sept. 18 <sup>th</sup> |
| <b>Sept. 9, W</b>  | <b>No Meeting</b>   | <b>Workshop (12-1), Planning and Program Review, Wurtz, Focus of workshop will be on answering questions 1 and 2</b>   | <b>Workshop (12-1), Annual Plans, Wurtz</b>  |
| Sept. 21, M        | Open meeting with all units   | <b>Focus of meeting will be on answering questions 3 and 4</b>   |  |
| Sept. 28, M        | Open meeting with all units   | <b>Focus of meeting will be on answering questions 5 and 6</b>   |  |
| <b>Sept. 30, W</b> | <b>No Meeting</b>   | <b>Workshop (12-1), Planning and Program Review, Wurtz, Focus of workshop will be on answering questions 7 and 8</b>   | <b>Workshop (12-1), Annual Plans, Wurtz</b>  |
| Oct. 5, M          | Open meeting with all units   | <b>Focus of meeting will be on answering questions 9 and 10</b>  |  |
| Oct. 12, M         | Open meeting with all units   | Invitations and dates to meet with the committee sent to PPR units   |  |
| Oct. 19, M         | Open meeting with all units   | Due date reminder sent to PPR units. Committee contact meetings this week with Planning Units.   |  |
| <b>Oct. 26, M</b>  | <b>Open meeting with all units</b>  | <b>Workshop (12-1), Planning and Program Review, Wurtz</b>   | <b>Workshop (12-1), Annual Plans, Wurtz</b>  |
| <b>Nov. 2, M</b>   | <b>Open meeting with all units</b>  | <b>Deadline, units submit finalized program review plans using the PPR Web Tool.</b>   |  |

**Crafton Hills College**  
**Planning and Program Review Timeline for Program Review, 2015-2016**  
 PPR Committee Approved, May 4, 2015

| <b>Date(s)</b>    | <b>Tentative Agenda for Committee Meeting</b>  | <b>Program Review</b> | <b>Annual Planning</b>   |
|-------------------|--|-----------------------|--|
| Nov. 9, M         | Meeting with <b>Marketing and Public Relations and Administrative Services Area</b>  |                       |  |
| Nov. 16, M        | Meeting with <b>Cafeteria and Facilities (Custodial, Maintenance, &amp; Grounds)</b>   |                       |  |
| Nov. 23, M        | Meeting with <b>Child Care Center and Emergency Training Center</b>  |                       |  |
| Nov. 30, M        | Meeting with <b>Matriculation and Financial Aid</b>  |                       |  |
| <b>Dec. 7, M</b>  | Meeting with <b>Microbiology and Physics/Astronomy</b>   |                       | <b>Deadline, annual plans due to Deans/Managers</b>                          |
| Dec. 14, M        | <b>No Meeting</b> , Finals Week, No Meeting  |                       |  |
| Dec. 21, M        | <b>No Meeting</b>  |                       |  |
| Dec. 28, M        | <b>No Meeting</b>  |                       |  |
| Jan. 4, M         | <b>No Meeting</b>  |                       |  |
| Jan. 11, M        | <b>No Meeting</b>  |                       |  |
| <b>Jan. 18, M</b> | <b>No Meeting, Martin Luther King Jr. Holiday</b>  |                       |  |
| Jan. 25, M        | <b>Economics and Philosophy and Religious Studies</b>  |                       |  |
| <b>Jan. 27, W</b> | <b>No Meeting</b>  |                       | <b>Workshop (12-1), Annual Plans</b>   |
| Feb. 1, M         | Meeting with <b>English and Reading</b>  |                       |  |
| <b>Feb. 8, M</b>  | Meeting with <b>Biology and Fire Technology</b>  |                       | <b>Deadline, units submit finalized annual plans using the PPR Web Tool.</b> |
| <b>Feb. 15, M</b> | <b>Washington's Birthday, No Meeting</b>   |                       |  |
| Feb. 22, M        | Meeting, Finalize feedback to all programs, Review Annual Plans for Distressed Programs: Financial Aid and Physics/Astronomy |                       |  |

**Crafton Hills College**  
**Planning and Program Review Timeline for Program Review, 2015-2016**  
 PPR Committee Approved, May 4, 2015

| Date(s)               | Tentative Agenda for Committee Meeting   | Program Review   | Annual Planning |
|-----------------------|--|--|-----------------|
| <b>February 29, M</b> | Meeting, Finalize feedback to all programs, Review Annual Plans for Distressed Programs: Financial Aid and Physics/Astronomy         | <b>Deadline for Departments to prioritize objectives</b> |                 |
| <b>March 7, M</b>     | Meeting, , Review Annual Plan for Distressed Program: Public Safety and Services, Finalize feedback to 2012-2013 Distressed Programs |  |                 |
| <b>March 11, F</b>    | <b>No Meeting</b>  | <b>Deadline for Divisions to prioritize objectives</b>   |                 |
| <b>March 14, M</b>    | <b>Spring Recess, No Meeting.</b>  |  |                 |
| <b>March 25, F</b>    | <b>No Meeting</b>  | <b>Deadline for Areas to prioritize objectives</b>       |                 |
| <b>March 28, M</b>    | <b>Long meeting: PPR Committee Prioritizes Objectives from Area Plans</b>  |  |                 |
| April 4, M            | Discussion, Evaluation of the PPR process, 4-year cycle, questions, handbook etc.; committee surveys                                 |  |                 |
| April 11, M           | Discussion, Evaluation of the PPR process, 4-year cycle, questions, handbook etc.; committee surveys                                 | PPR survey Distributed to participants by April 15       |                 |
| April 18, M           | Cabinet meets to discuss PPR recommendations   |  |                 |
| <b>April 25, M</b>    | <b>Deadline, President's Memo to PPR and to the Campus Community</b>   |  |                 |
| May 2, M              | PPR Committee Meets to discuss survey results, recommendations, revisions to PPR web tool, Review Timeline for Next Year             |  |                 |
| May 9, M              | PPR Committee Meets to discuss survey results, recommendations, revisions to PPR web tool, Finalize Timeline for Next Year           |  |                 |