

# Crafton Hills College Planning and Program Review Minutes

Date: March 26, 2012

**Members:**

Denise Allen  
Cheryl Marshall  
Jessica McCambly  
Lucas Manning  
Michelle Riggs  
Michael Strong  
Rebecca Warren-Marlatt  
Gary Williams  
Sherri Wilson  
Keith Wurtz  
Margaret Yau

Laura Record (Recorder) (absent)

| TOPIC   | DISCUSSION  | FURTHER ACTION  |
|---|---|---|
| Minutes, March 12, 2012                                 |   | Approved as written.  |
| Finalize Feedback<br>Reading<br>Facilities Use/Comm/CBO |   | RWM will send the documents, to include the changes recommended by the committee.   |
| Objective Prioritization April 4, 9:00 a.m.,<br>LRC 135 | <b>The committee discussed whether April 4<sup>th</sup> was a reasonable date for Objective Prioritization given that the divisions have not yet completed their prioritization. After discussion, it was decided to reschedule the prioritization meeting. The committee briefly discussed future strategies to ensure prioritization occurs in advance of budget development, and to help all concerned see the value in this process. It was suggested that a discussion in the Chairs Council would be a good place to start.</b> | The date of the prioritization exercise is changed to Monday, April 16, 12:00 – 4:30 p.m. in LRC 135. Lunch will be provided. |
| Proposed revisions: PPR forms (Wurtz and Allen)         | <b>The committee reviewed the Instructional Program Review form questions. The substance of the questions was not changed, however they were re-ordered, and re-grouped to be more conceptually cohesive. In addition, rubric items were clearly labelled.</b>  | Keith will make the recommended changes and share with the group.   |
| Participant Surveys (timeline) (Keith)                  | <b>Keith shared the PPR participant survey with the group. Recommendations were made for minor changes.</b>   | Keith will share the second draft with the committee via email.   |

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|---|---|---|
| Committee Self-Evaluation   |   | Tabled  |
| Adjournment   |   | 4:45  |
| <b>Mission Statement</b><br>The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment. | <b>Vision Statement</b><br>The vision of Crafton Hills College is to be the premier community college for public safety and health services careers and transfer preparation. | <b>Institutional Values</b><br>Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness. |

| Program                                 | Feedback Reviewed                       | Feedback Sent |
|---|---|---------------|
| Anatomy & Phys (2/6/12)                 | 2/27/12                                 | 2/29/12       |
| Bookstore (11/28/11)                    | 12/5/11                                 | 2/29/12       |
| Cafeteria (12/5/11)                     | 3/5/12                                  | 3/28/12       |
| CBO/Facilities/Business Office          | 3/26/12                                 | 3/28/12       |
| Custodial Services (2/6/12)             | 2/27                                    | 2/29/12       |
| Emergency Training Center (1/26/12)     | 2/6/12; 2/13/12; 2/27 (to be finalized) | 3/28/12       |
| English (2/27/12)                       | 3/5/12                                  | 3/28/12       |
| Fire Technology (1/26/12)               | 3/5/12 (initial)                        | 3/26/12       |
| Maintenance (11/28/11)                  | 12/5/11                                 | 12/12/11      |
| Marketing & Public Relations (11/28/11) | 12/5/11                                 | 12/12/11      |
| Microbiology (2/13/12)                  | 2/27/12                                 | 2/29/12       |
| Public Safety (1/30/12)                 | 2/6/12                                  | 2/29/12       |
| Radiologic Technology                   | 1/23/12 (correction #2)                 | 2/29/12       |
| Reading (2/27/12)                       | 3/26/12                                 | 3/28/12       |
| Resource Development (11/14/11)         | 11/28/11; 12/5/11                       | 12/12/11      |
| Technology Services (11/14/11)          | 11/28/11; 12/5/11                       | 12/12/11      |
| Tutoring (2/13/12)                      | 2/27/12                                 | 2/29/12       |