

# Crafton Hills College

## Planning and Program Review Committee

### Agenda

**Date:** November 23, 2015

**Time:** 3:00 PM – 4:45 PM

**Location:** LRC 135

<b>Committee Members</b>	P		P		P
Co-Chair: Rebecca Warren-Marlatt Co-Chair: Jessica McCambly Daniel Bahner Ben Gamboa		Keith Wurtz Denise Allen-Hoyt Tom Bryant Meridyth McLaren		Brian Reece (Student Rep) Gio Sosa Dianne Purves	

#### Committee Charge

The charge of the Planning and Program Review (PPR) Committee is to advance continual, sustainable quality improvement at all levels of the institution. Toward that end, the committee conducts a thorough and comprehensive review of each unit at the college on a cyclical basis and oversees the annual college-wide planning process. The results of planning and program review inform the integrated planning and resource allocation process at the college, and are aligned with the district strategic planning process. The committee relies on quantitative and qualitative evidence to evaluate programs, develop recommendations to the President, and determine and implement improvements to the PPR process.

TOPIC	DISCUSSION	FURTHER ACTION
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#### 1.0 Effective, Efficient and Transparent Processes

The College operates through effective processes and structures. All planning processes and decision-making are transparent, evidence-based, efficient, clearly defined...

<ul style="list-style-type: none"> <li>Review the minutes of 11/16/2015</li> </ul>		
<ul style="list-style-type: none"> <li>Review of the Instructional and Services Evaluative Rubrics</li> </ul>		
<ul style="list-style-type: none"> <li>Meeting, Child Development Center, 3:30 p.m. (Deborah Wasbotten, June Yamamoto)</li> </ul>		
<ul style="list-style-type: none"> <li><del>Meeting, Emergency Training Center (June Yamamoto)</del></li> </ul>		
<ul style="list-style-type: none"> <li>Discussion, Revisions to Faculty/Staff Prioritization Process (Denise)</li> </ul>		
<ul style="list-style-type: none"> <li>Revised meeting schedule, finalize</li> </ul>		

#### 2.0 Inclusiveness

The College and its structures and processes are characterized by inclusiveness, openness to input, and respect...

<ul style="list-style-type: none"> <li>Future discussion: Should PPR documents be shared with HMC, the consultants who are working on the Facilities Master Plan? (Academic Senate Discussion November 18, 2015).</li> </ul>
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Adjournment

Mission Statement	Vision Statement	Institutional Values
The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.	Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.	Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.

**PPR Timeline Revision, Input from Participants**

<b>Original Meeting Date</b>	<b>Revised Deadline</b>	<b>Revised Meeting Date (PPR Committee to complete this section)</b>	<b>Time</b>	<b>Unit</b>	<b>Name(s)</b>
November 9	After November 16		3:15	Marketing	Donna Hoffman
	Next Year		3:45	Administrative Services	Larry Cook
November 16	<b>Next Year</b>		<b>3:15</b>	<b>Cafeteria</b>	<b>Marty Rea</b>
	December 7		3:45	Facilities	Larry Cook
November 23	November 3	No Change	3:15	Child Development Center	Deborah Wasbotten
			3:45	Emergency Training Center	June Yamamoto
November 30	November 20	No Change	3:15	Student Success & Support	Kirsten Colvey
	Next Year		3:45	Financial Aid	John Muskavitch
December 7			3:15	Microbiology	Lisa Shimeld
			3:45	Physics/Astronomy	Matthew Adams
January 25			3:15	Economics	Farhad Mansourian
	October 16	No Change	3:45	Phil. & Relig. Studies	Jeffrey Cervantez
February 1	January 25	No Change	3:15	English	Dean Pappas
			3:45	Reading	Lynn Lowe
February 8			<b>3:15</b>	<b>Biology</b>	<b>Ruth Greraven</b>
	November 8	No Change	3:45	Fire Technology	Dan Sullivan

Legend: **Program needs to submit a finalized plan.** **Partially Complete:** program needs to complete 2 to 4 questions. **Needs to create a plan:** needs to create a plan and/or answer most of the questions. **Program has asked for an extension.**

\*Moved programs from original time to later in the year.

**Annual Plans Finalized (Due Date December 7)**

<b>Date</b>	<b>Unit</b>
11/5/2015	History

**Crafton Hills College**  
**Program Review (PR)/Annual Planning (AP)**  
**Four-Year Planning Schedule – Start Year 2013-2014**

	2015 2016	2016 2017	2017 2018	2018 2019	2019 2020	2020 2021	2021 2022
<b>Office of the President</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>
Marketing & Public Relations	PR	AP	AP	AP	PR	AP	AP
Institutional Effectiveness, Research & Planning and Grants	AP	AP	AP	PR	AP	AP	AP
Resource Development	AP	AP	AP	PR	AP	AP	AP
<b>Administrative Services</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>1</b>
Administrative Services Units (CBO, Communications, Facilities)	PR	AP	AP	AP	PR	AP	AP
Aquatics Program	AP	PR	AP	AP	AP	PR	AP
Bookstore	AP	AP	AP	PR	AP	AP	AP
Cafeteria	PR	AP	AP	AP	PR	AP	AP
Facilities Units (Custodial, Maintenance, & Grounds)	PR	AP	AP	AP	PR	AP	AP
Technology Services	AP	AP	PR	AP	AP	AP	PR
<b>Instruction</b>							
<b>Social, Information, and Natural Sciences</b>	<b>5</b>	<b>7</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>7</b>	<b>4</b>
<b>Biological Science and Physical Science</b>							
Anatomy/Physiology	AP	AP	AP	PR	AP	AP	AP
Biology	PR	AP	AP	AP	PR	AP	AP
Chemistry	AP	AP	AP	PR	AP	AP	AP
Earth Science (Geography, Geology, Oceanography)	AP	PR	AP	AP	AP	PR	AP
Microbiology	PR	AP	AP	AP	PR	AP	AP
Physics/Astronomy	PR	AP	AP	AP	PR	AP	AP
<b>Business, Economics and Information Technology</b>							
Business/Accounting/Marketing	AP	AP	PR	AP	AP	AP	PR
CIS/CS/Digital Media	AP	AP	AP	PR	AP	AP	AP
Economics	PR	AP	AP	AP	PR	AP	AP
<b>Communication and Language</b>							
American Sign Language	AP	PR	AP	AP	AP	PR	AP
Foreign Language	AP	AP	PR	AP	AP	AP	PR
Speech Communication/Journalism	AP	AP	PR	AP	AP	AP	PR
<b>Kinesiology/Health Education/Athletics</b>	AP	AP	PR	AP	AP	AP	PR
<b>College Honors Institute</b>	AP	AP	AP	PR	AP	AP	AP
<b>Social Sciences</b>							
History	AP	PR	AP	AP	AP	PR	AP
Philosophy/Religious Studies	PR	AP	AP	AP	PR	AP	AP
Political Science	AP	PR	AP	AP	AP	PR	AP
Sociology/Anthropology	AP	PR	AP	AP	AP	PR	AP

Note: Cells outlined in purple font identify programs that did not complete a plan last year.

**Crafton Hills College**  
**Program Review (PR)/Annual Planning (AP)**  
**Four-Year Planning Schedule – Start Year 2013-2014**

	2015 2016	2016 2017	2017 2018	2018 2019	2019 2020	2020 2021	2021 2022
<b>Career and Human Development</b>	3	2	3	3	3	2	3
<b>Allied Health Services</b>							
Allied Health / Respiratory Care	AP	AP	PR	AP	AP	AP	PR
Radiologic Technology	AP	AP	PR	AP	AP	AP	PR
<b>Child Development Center</b>	PR	AP	AP	AP	PR	AP	AP
<b>Emergency Training Center</b>	PR	AP	AP	AP	PR	AP	AP
<b>Human Development</b>							
Child Development/ Education	AP	PR	AP	AP	AP	PR	AP
Psychology	AP	PR	AP	AP	AP	PR	AP
<b>Public Safety and Services</b>							
Emergency Medical Services	AP	AP	PR	AP	AP	AP	PR
Fire Academy	AP	AP	AP	PR	AP	AP	AP
Fire Technology	PR	AP	AP	AP	PR	AP	AP
Paramedics	AP	AP	AP	PR	AP	AP	AP
Public Safety and Services	AP	AP	AP	PR	AP	AP	AP
<b>Letters, Arts, and Mathematics</b>	2	2	1	1	2	2	1
<b>Fine Arts</b>							
Art/Art History	AP	AP	AP	PR	AP	AP	AP
Music	AP	PR	AP	AP	AP	PR	AP
Theatre Arts	AP	PR	AP	AP	AP	PR	AP
<b>Letters</b>							
Reading and Study Skills	PR	AP	AP	AP	PR	AP	AP
English	PR	AP	AP	AP	PR	AP	AP
<b>Department of Instructional Support</b>							
Library	AP	PR	AP	AP	AP	PR	AP
Tutoring Center	AP	AP	AP	PR	AP	AP	AP
<b>Mathematics</b>	AP	PR	AP	AP	AP	PR	AP
<b>Student Services</b>							
<b>Counseling, Student Success and Support</b>	1	3	1	0	1	3	1
Counseling/Career Services	AP	AP	PR	AP	AP	AP	PR
DSPS	AP	PR	AP	AP	AP	PR	AP
EOPS / CARE/CalWORKS/Foster Youth	AP	PR	AP	AP	AP	PR	AP
Student Success and Support	PR	AP	AP	AP	PR	AP	AP
Personal and Career Development	AP	PR	AP	AP	AP	PR	AP
Transfer Center	AP	AP	PR	AP	AP	AP	PR
<b>Student Development</b>	1	1	3	0	1	1	3
Admissions and Records	AP	PR	AP	AP	AP	PR	AP
Financial Aid	PR	AP	AP	AP	PR	AP	AP
Health and Wellness Center	AP	AP	PR	AP	AP	AP	PR
Student Life	AP	AP	PR	AP	AP	AP	PR
Veterans Services	AP	AP	PR	AP	AP	AP	PR
<b>Total Number of Program Reviews for Year</b>	16	16	13	12	16	16	13

Note: Cells outlined in purple font identify programs that did not complete a plan last year.