



Planning & Program Review Committee

05/03/2010

3:00PM – 5:00PM

Members:

* Present

Cheryl Marshall (co-chair)

Charlie Ng *

Denise Hoyt *

Ralph Rabago *

Gary Williams *

Gloria Harrison (ex-officio)

Catherine Pace-Pequeño (co-chair)

Rebecca Warren-Marlatt *

Jessica McCambly *

Michelle Riggs *

Keith Wurtz *

Guest: Matthew Lee

----- Minutes -----

- I. Minutes from 4/26/2010 approved as submitted
- II. Finalize schedules for PR and Plans- Committee delegated to co-chairs the authority to work out the schedule details and then bring those back to the committee for approval. The schedule will include two due dates rather than three. Next year's PR cycle will include 16 units.
 - a. The way the schedule is currently laid out it causes a huge work-load for the dean once every three years.
 - b. Expecting units to have their documents before mid-October is not reasonable.
 - c. Committee agreed that ½ day meetings might be necessary for the committee to complete the workload.
 - d. Next Year's update to the handbook for the 11/12 cycle should include: units should utilize the spring semester to do preliminary work on their documents for the following fall.
 - e. The committee will ask for volunteers for the first cycle and hold a random drawing on the remaining units on May 10th.
- III. Committee discussed how to fairly determine which units are due on the first due date and which are due at the later due date. CIS and ORP volunteered to participate in the first group. To alleviate "picking on" people, the committee agreed to ask for volunteers who would be willing to also submit their documents for the first due date. Units who are left will be determined using a lottery/random drawing at the May 10th meeting.
- IV. Agree upon templates- PR, Plan, and Feedback
 - a. Template for submissions- committee reviewed the web-based program developed through DETS and piloted at the district. Matthew is going to check with Glen and Jason to see if we can use this same concept with changes to questions for CHC submissions of Program Review and Planning documents for 10/11.
 - b. This program allows the Dean to leave comments, and roll goals/objectives for their entire division into one document to make prioritization much easier.
 - c. Units will not be able to insert graphs or tables into this template, only narrative. Any additional documents should be included as attachments.
 - d. VPs need to ask Deans Secretaries to do scanning necessary so all documents are electronic.
 - e. Template for feedback document to remain the same with the exception that units will receive a summative comment rather than individual feedback from committee members. This comment will be decided on during PPRC meetings through open dialogue. Feedback loop this year was very time consuming. We will adopt a "touch it once" concept and address the feedback and scores immediately after meeting

with the units. We will meet with two units and complete two feedback rubrics at each meeting. This will ensure a unified front and consistency. We will meet with units for 6 meetings and prepare the feedback documents at that time. On weeks 7&8 we will discuss/finalize/sign the document to distribute to the unit.

V. Agree on flow of documents- This year there were issues with documents making from unit to Chair to Dean to VP to Committee. Rebecca is going to request a generic email be set up for the PPRC. Also Denise to research viability of setting up a blackboard site for internal view by CHC campus only.

VI. Discuss website

- a. Discussed transparency of posting plans and feedback documents. The committee agrees that the website should only have exemplary plans posted.
- b. Committee would like to move plans to an internal site and remove from public view ASAP. PR/APs should not be available for public viewing- poor plans could be detrimental, what the committee sees and what is perceived by others could be very different. Discussed creating a shell in blackboard because the material is sensitive.
- c. Committee agreed to remove all PR/AP documents from this cycle as well as the prioritization list and memo to the President.
- d. On the website there should be only process related documents such as the handbook and schedules.
- e. In addition, the website should contain the purpose, goals, responsibilities, roles, and guidelines for membership. These are being determined in Crafton Council and will be included in the Organizational Handbook.

Meeting: 5/10/2010

- Review Non-Instructional Rubric Draft
- Review of Survey Results
- Finalizing PR questions
- Agreement on Sample Documents
- Determination of Due Dates for 10-11
- Update on PR Software
- Discussion on Chairs, Membership, and Terms

Summer Tasks:

- Introduction to lessons learned to begin fall session
- Discuss wording for how the EMP should be used when preparing Plans and Program Review Documents

NEXT MEETING WILL IN LADM 217 5/10/2010 FROM 3:00 – 5:00