

Crafton Hills College  
 Planning and Program Review  
 Minutes

September 13, 2010

Members:	A	P
Denise Hoyt		x
Matthew Lee	x	
Cheryl Marshall		x
Jessica McCambly		x
Ralph Rabago		x
Michelle Riggs		x
Michael Strong		x
Rebecca Warren-Marlatt		x
Gary Williams		x
Sherri Wilson		x
Keith Wurtz	x	
Laura Record (Recorder)		

TOPIC	DISCUSSION	FURTHER ACTION
Review and approval of August 30, 2010 Minutes	Minutes accepted as written.	Rebecca will place Minutes on website; Laura will place on Blackboard.
Update, Website and Blackboard (Denise and Rebecca)	<p>The website has been updated to show current membership, agendas and minutes. The heading, "Archives" contains 2008/2009 and 2009/2010 documents.</p> <p>Matthew included a department level in the online planning tool since some chairs are not the unit leaders but still need to have input into the document. Matthew has written language to include in the Handbook.</p> <p>Rebecca stated that we have to be judicious about what is placed on web page. Rebecca asked if we need the archived documents posted; committee said "no". The Minutes and Agendas stay on the website.</p>	<p>The website and Blackboard will need to be updated regularly.</p> <p>Regarding the Online Planning Tool, Rebecca and Denise to review. Annual online permanent announcement on Blackboard. Denise to add a link to the online Planning Tool in Blackboard.</p>

	The current forms and rubrics for this year are on Blackboard.	
Report, Academic senate Discussion, Planning (Denise)	The Academic Senate took a vote and approved the Unit-centric planning process for this year with one minor recommendation--to Eliminate the ten minutes/per unit limitation on the presentation to the dean. (#8)	Changes will be incorporated into the Handbook.
Discussion and Decision, Planning Process (All)	<p>The committee discussed whether and under what circumstances units should be required to re-do their program reviews. The Handbook (items 6,7,8) support the committee's ability to recommend redo. After discussion the committee agreed by consensus:</p> <ul style="list-style-type: none"> <li>• To examine the Plans of distressed programs separately and give feedback to the units</li> <li>• To allow for PPR redo under certain circumstances. Based on the quality of the PPR document, the Committee may ask that a unit redo a PPR in the next cycle, with full justification and rationale.</li> </ul>	<p>Need to place PARS on the timeline.</p> <p>Ensure that Handbook language is drafted.</p> <p>Add language to the Handbook: <i>Based on the quality of the PPR document, the Committee may ask that a unit redo a PPR in the next cycle, with full justification and rationale.</i></p>
Review Revised Timeline, August 2010-January 2011; Discuss and Recommend Timeline for Planning and remaining PPR tasks	Rebecca shared the revised timeline showing the PPR activities Feb. 7 through May 9. Changes were made to add 1) examination of Distressed plans (Feb. 14 and 28) 2) a deadline for feedback to distressed units	

	(March 7). 3) the addition of PARS in the round-2 units; and 4) A change in the date for the PPR survey distribution from April 25 to April 12.	
Status, Training Plans		Training in goal-setting to take place September 15 and 22; meetings with Program Review participants are slated to occur during the regular meeting time on Sept. 20 and Oct. 4. Rebeccah will send an email out.
Other Business	Clarification: it was decided to meet at 3 p.m. and finish early when possible rather than change meeting times during the review phase.	
Adjournment	4:50 p.m.	
<b>Mission Statement</b> The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.	<b>Vision Statement</b> 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> Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.