

Crafton Hills College

Planning and Program Review Minutes

Date August 29, 2011

Members:

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

Laura Record (Recorder)

TOPIC	DISCUSSION	FURTHER ACTION
Welcome and Welcome Back	Rebecca welcomed members back. Margaret Yau may not be able to join us due to other committee memberships. Denise will touch base with her.	
Review of PPR Charge	The group reviewed the charge online in the Organizational Handbook. It was noted a student representative is still needed. There was a motion to change the membership term to 2 years. Rebecca will take it to the Crafton Council.	
Review of 5/9/11 minutes	The minutes of 5/16/11 were reviewed and accepted with date amended to 5/16/11.	
Proposed timeline	<p>Rebecca presented the proposed timeline, which includes 4 PPR training sessions in advance of the November deadline. A few committee members will need to be at each workshop.</p> <p>The group agreed to add a meeting with deans on Sept. 19, and to prepare for the Dean's meeting on Sept 12. Cheryl will ask Rick for his model to use in preparation for the Dean's meeting.</p> <p>Also on Sept. 12 the group will look carefully at the Handbook and make changes for the final version.</p> <p>It was suggested that the committee add lab work time on days when there are no meetings, such as 9/26,m 10/3, 10/10, 10/17, 10/24, and 10/31.</p> <p>In addition, three programs which were omitted from the timeline were added and the plans of distressed programs will be reviewed in September to assist unit leaders in writing their plans. It was decided not to meet with distressed programs this year.</p>	<p>Revised timeline on the next PPR agenda.</p>
Mentor Assignments	Committee contacts were assigned to each unit; the group added the Emergency Training Center, Microbiology, and English to the master list. The role of the mentors will be to explain the process, interpret the handbook and rubrics, and support participants in their use of the online tools. Rebecca will send an email out to participants at the earliest opportunity notifying them of the deadline and their committee contact.	

Review of Online Tool and Online Handbook	Keith showed the data and reports available online. He demonstrated how to copy goals in the online tool.	Place Online tool revisions and Handbook on the next PPR agenda.
Adjournment	5:00 p.m.	
Mission Statement The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.	Vision statement The vision of Crafton Hills College is to be the premier community college for public safety and health services careers and transfer preparation.	Institutional Values Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.