Members (those present indicated in bold)				
Jessica McCambly	**Rebeccah Warren-**	**Sherri Wilson**	**Brad Franklin**	Denise Allen (ex officio)
Michelle Riggs	**Marlatt**	**Keith Wurtz**	**Stacey Fullwiler**	Cheryl Marshall (ex officio)
Michael Strong	**Gary Williams**	**Margaret Yau**		
	Student Representative			

TOPIC	DISUCUSSION	FURTHER ACTION
Minutes, May 14th, 2012	The minutes of the May 14, 2012 meeting were approved as written. Keith reviewed the charge of the committee and members introduced themselves. The committee agreed that the minutes and agendas will be emailed and projected on the screen during meetings. Those who wish a paper copy can bring their own.	
Review 2012-2013 Draft Timeline (Materials: Academic Calendar, Draft Timeline, PPR Schedule)	Keith reviewed the draft timeline and PPR schedule. It was suggested that the deadline for participants is moved forward to late October to ensure the group is finished with Objective Prioritization before budget developments are due. This is particularly important given the November election.	Keith will revise the timeline and distribute it to committee members with a deadline. Edits will be forwarded to Keith.
Choose Committee Contacts for programs doing program review (Materials: Draft Timeline)	Keith called for volunteers to assist participants through the PPR process. Each committee member will mentor at least one discipline/department. The purpose for committee contacts is to help ensure that they meet deadlines, maintain contact, offer help, and follow-up.	Keith will add the mentors' names to the timeline.
Review changes to PPR Web Tool and the idea for including data in the web tool next year (Materials: Online access to web tool and projector, Web Tool Changes Handout)	Keith reviewed the online PPR web tool. He worked with Jason over the summer to implement recommended changes, which included: 1. Clarifying the labeling of annual plans and full program reviews 2. Automatically populating the "principal preparer" line on the progress report 3. Automatically populating the name of the plan 4. A pull-down menu for progress on objectives, with the addition of O=Completed and Ongoing; R=Removed 5. Progress is shown on the objectives page 6. Save and Cancel selections separated on the page to avoid keyboarding mistakes	For future discussion: • Drop-down menu allowing participants to link goals with Educational Master Plan • Option to combine goals and objectives from multiple plans • Include data in the web tool

	7. Objectives is now a one-line label 8. Objectives are numbered in the order they are entered. This can be edited. 9. Objectives can be viewed, moved, and re-ranked. Keith will provide workshops to support participants in using this new function. 10. The Objective Priority Report has been created 11. Managers and IERP receive an email when a draft or a final version is submitted The committee congratulated Keith and Jason for making all the recommended changes in the web tool.	
Review resources on OIERP web site and Blackboard (Materials: Online access OIERP web site)	Keith demonstrated the OIERP website and the resources available to participants. Prior plans are documented on Blackboard. It was suggested that at some point we will no longer need Blackboard, except to archive data. We hope to have the web tool include data for the disciplines next year. It was noted plans are not public documents; they can only be viewed by members of the CHC community.	For future consideration: Provide a model PPR document in the PPR Handbook On IERP web site change "Planning & Program Review" to PPR Resources. Also need to separate out the link to the PPRC website. (**Changes were made on 8/29/12**) On PPR Committee web site remove the reference to Jessica. (**Change was made on 8/29/12**)
Assign mentors to new PPRC members	Keith will work with Stacy Fullwiler and Gary will work with Brad Franklin.	Jennifer will talk with Monica Aguilar about being the student representative on the PPRC.
Other Business	Suggestion was made to allow departments to work on their program reviews on Flex Day if they haven't already completed them.	
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.