

Crafton Hills College

PPR Minutes

Date: February 10, 2014

Time: 3:00 PM – 4:45 PM

Location: LRC-135

Committee Members	P		P		P
Co-Chair: Keith Wurtz	Y	Brad Franklin	Y	Brian Reece	N
Co-Chair: Jessica McCambly	N	Ben Gamboa	Y	Rebecca Warren-Marlatt	Y
Daniel Bahner	Y	Meridyth McLaren	Y	Gary Williams	N
Ryan Bartlett	N	Robert Brown	Y	Floyd Simpson	Y
Crystal Vaca	Y				

Committee Charge

The charge of the PPRC is to advance continuous, 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 PPR 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"> Minutes, January 27, 2014 and February 3, 2014 (5 minutes) 	Minutes for both January 27, 2014 and February 3, 2014 were approved as written.	
<ul style="list-style-type: none"> Progress on Biology and RADTECH (5 minutes) 	The committee reviewed the progress of Biology and RADTECH as well as programs still working on their annual plans.	The committee felt that Keith needed to send an email to all of the programs that hadn't completed their plans on time that plans not submitted on time run the risk of being excluded from the prioritization process, reducing the likelihood that your program will receive funding for needed services.
<ul style="list-style-type: none"> Request from RADTECH to reschedule interview (5 minutes) 	Committee declined to extend the deadline to RADTECH. Mention that can still turn in the program review.	Keith will notify RADTECH of the committees decision.
<ul style="list-style-type: none"> Finalize Respiratory, Chemistry, Communication Studies, and Technology Services Feedback (30 minutes) 	<p>Committee reviewed the Respiratory, Chemistry, Communication Studies, and Technology Services feedback documents.</p> <p>The committee finalized Respiratory, Communication Studies, and Technology Services feedback documents.</p>	<p>Meridyth will re-write Chemistry feedback with emphasis on positive feedback.</p> <p>Jessica will send finalized feedback documents to Respiratory, Communication Studies, and Technology Services.</p>
<ul style="list-style-type: none"> Review and draft feedback for Language (bring Language notes) and discuss in relation to responses in interview (15 min) 	The committee reviewed the Language feedback document and decided that the comment section needed to be re-written.	Ben will write the Language feedback.
<ul style="list-style-type: none"> Draft feedback for Health/PE, EMS, and Counseling (15 min) 	Committee reviewed the Health/PE document and felt that the comment section needed to include more positive comments.	<p>Floyd will re-write the Health/PE comment section and include more positive comments.</p> <p>The committee will draft feedback for EMS and Counseling at the next meeting.</p>
<ul style="list-style-type: none"> 4:15 – Interview with Copy Center (30 minutes) 	The committee met with Dean Raju Hegde to review the Copy Center program review.	The committee will finish drafting the feedback for the copy center at the next meeting.

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">• Other Items	<p>The committee discussed developing a comment bank for the program review feedback documents.</p> <p>The committee discussed the need to review and possibly revise the vision question because it appears that many programs struggle with answering this question.</p>	<p>Keith will add the topics of developing a comment bank and reviewing the vision question to a future agenda.</p>
<p>Mission Statement The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.</p>	<p>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.</p>	<p>Institutional Values Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.</p>