

Crafton Hills College
Planning and Program Review Timeline for Program Review, 2015-2016
PPR Committee Approved, May 4, 2015

The **sixteen** units scheduled to complete a Program Review in 2015 – 2016 and **assigned committee contacts** are listed below. Units may contact any committee member for help with completing their program review. All remaining units will participate in the Annual Planning Process. Please refer to the Planning and Program Review Handbook as a guide to answering the questions and working in the web tool.

Office of the President

Marketing & Public Relations
 – Keith Wurtz

Administrative Services

Administrative Services Area – Ben Gamboa

Cafeteria – Keith Wurtz

Facilities – Rebeccah Warren-Marlatt

Instruction

Sciences: Biology and Physical Sciences – Bryan Reece

Sciences: Microbiology – Daniel Bahner

Sciences: Physics/Astronomy – Bryan Reece

Sciences: Economics – Daniel Bahner

Sciences: Philosophy and Religious Studies – Daniel Bahner

Career & Human Development: Child Care Center – Meridyth McLaren

Student Services

Counseling and Matriculation (Student Success and Support): Matriculation – Rebeccah Warren-Marlatt

Student Services and Student Development: Financial Aid – Rebeccah Warren-Marlatt

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Career & Human Development:
Emergency Training Center –
 Rebecca Warren-Marlatt

Career & Human Development:
Fire Technology – Ben Gamboa

MERIS: English – Jessica McCambly
MERIS: Reading – Jessica McCambly

Date(s)	Tentative Agenda for Committee Meeting	Program Review	Annual Planning
Sept. 9, W	No Meeting	Workshop (12-1), Planning and Program Review, Wurtz, Focus of workshop will be on answering questions 1 and 2	Workshop (12-1), Annual Plans, Wurtz
Sept. 14, M	No Meeting		

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Sept. 21, M	Introduction. Committee meets to go over the Process, Timeline, Web Tool, Blackboard, Committee Contact assignments, Assigning mentors to new PPRC members etc.	PPR Committee Contacts, process, timeline, web tool, and data. Send link to PPR data to chairs by August 28 th . Send timeline to Deans and Chairs by August 28 th . Memos and instructions to PPR units by Sept. 12.	Send link to PPR data to chairs by August 28 th . Memos and instructions to Annual Planning participants by Sept. 18 th
Sept. 28, M	Open meeting with all units	Focus of meeting will be on answering questions 5 and 6	
Sept. 30, W	No Meeting	Workshop (12-1), Planning and Program Review, Wurtz, Focus of workshop will be on answering questions 7 and 8	Workshop (12-1), Annual Plans, Wurtz
Oct. 5, M	Open meeting with all units	Focus of meeting will be on answering questions 9 and 10	
Oct. 12, M	Open meeting with all units	Invitations and dates to meet with the committee sent to PPR units	
Oct. 19, M	Open meeting with all units	Due date reminder sent to PPR units. Committee contact meetings this week with Planning Units.	
Oct. 26, M	Open meeting with all units	Workshop (12-1), Planning and Program Review, Wurtz	Workshop (12-1), Annual Plans, Wurtz
Nov. 2, M	Open meeting with all units	Deadline, units submit finalized program review plans using the PPR Web Tool.	

Date(s)	Tentative Agenda for Committee Meeting	Program Review	Annual Planning
Nov. 9, M	Meeting with Marketing and Public Relations and Administrative Services Area		

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Nov. 16, M	Meeting with Cafeteria and Facilities (Custodial, Maintenance, & Grounds)		
Nov. 23, M	Meeting with Child Care Center and Emergency Training Center		
Nov. 30, M	Meeting with Matriculation and Financial Aid		
Dec. 7, M	Meeting with Microbiology and Physics/Astronomy		Deadline, annual plans due to Deans/Managers
Dec. 14, M	No Meeting , Finals Week, No Meeting		
Dec. 21, M	No Meeting		
Dec. 28, M	No Meeting		
Jan. 4, M	No Meeting		
Jan. 11, M	No Meeting		
Jan. 18, M	No Meeting, Martin Luther King Jr. Holiday		
Jan. 25, M	Economics and Philosophy and Religious Studies		
Jan. 27, W	No Meeting		Workshop (12-1), Annual Plans
Feb. 1, M	Meeting with English and Reading		
Feb. 8, M	Meeting with Biology and Fire Technology		Deadline, units submit finalized annual plans using the PPR Web Tool.
Feb. 15, M	Washington's Birthday, No Meeting		
Feb. 22, M	Meeting, Finalize feedback to all programs, Review Annual Plans for Distressed Programs: Financial Aid and Physics/Astronomy		

Date(s)	Tentative Agenda for Committee Meeting	Program Review	Annual Planning
February 29, M	Meeting, Finalize feedback to all programs, Review Annual Plans for Distressed Programs: Financial Aid and Physics/Astronomy	Deadline for Departments to prioritize objectives	

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March 7, M	Meeting, , Review Annual Plan for Distressed Program: Public Safety and Services, Finalize feedback to 2012-2013 Distressed Programs		
March 11, F	No Meeting	Deadline for Divisions to prioritize objectives	
March 14, M	Spring Recess, No Meeting.		
March 25, F	No Meeting	Deadline for Areas to prioritize objectives	
March 28, M	Long meeting: PPR Committee Prioritizes Objectives from Area Plans		
April 4, M	Discussion, Evaluation of the PPR process, 4-year cycle, questions, handbook etc.; committee surveys		
April 11, M	Discussion, Evaluation of the PPR process, 4-year cycle, questions, handbook etc.; committee surveys	PPR survey Distributed to participants by April 15	
April 18, M	Cabinet meets to discuss PPR recommendations		
April 25, M	Deadline, President's Memo to PPR and to the Campus Community		
May 2, M	PPR Committee Meets to discuss survey results, recommendations, revisions to PPR web tool, Review Timeline for Next Year		
May 9, M	PPR Committee Meets to discuss survey results, recommendations, revisions to PPR web tool, Finalize Timeline for Next Year		