

**PPR Minutes**

**Members**

<b>Jessica McCambly</b>	Rebecca Warren-Marlatt	<b>Sherri Wilson</b>	Brad Franklin	Denise Allen (ex officio)
<b>Margaret Yau</b>		<b>Keith Wurtz</b>		Cheryl Marshall (ex officio)
<b>Michael Strong</b>	<b>Gary Williams</b>	<b>Annaly Medrano</b>		<b>Lorena Guadiana (Guest)</b>

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>FURTHER ACTION</b>
Minutes, April 29, 2013	The minutes were approved as written.	
Update on emails sent to programs categorized as Distressed (10 minutes)	Jessica sent all of the emails to the programs notifying the programs of how they did on their three-year plan.	
Review the PPR Handbook and Finalize changes to the rubrics and questions	Keith reviewed the handbook and the recommended changes. Minor changes included changing the cycle from three to four years, changing ORP to OIERP, and some minor grammatical changes. Other changes included changing the figure illustrating the three-year cycle to a four-year cycle, adding a fifth suggestion to successfully completing the process, updating the questions and the rubrics, changing the program review process for evaluation, and removing the evaluation category labels.	Keith will ask Kristi to set-up a link to the PPR web tool in the dropdown logins menu on the CHC Home Web Site: Faculty/Staff Program Review.
Letter to the President (5 minutes)	Keith sent the letter to the President informing her of how the programs did on their three-year plans.	
Review draft Calendar and schedule for next year based on 4 year cycle	Keith reviewed the approach to developing the calendar, which included trying to ensure that there was balance in the number of programs in each year required to complete a program review, moving exemplarily and strong programs first when programs needed to be moved, and trying to ensure that programs did not have to complete a program review in less than three years.	Keith will send the final calendar to the PPRC by the end of next week after the Crafton Council approves the change to the four-year cycle.  If the Crafton Council does not approve the change to a four-year cycle, the PPRC directed Keith to edit the calendar and switch it back to the three-year cycle.
Review the changes to the PPR Web Outcomes Reporting <a href="#">Web Tool</a>	The PPRC reviewed the changes to the web tool which included the outcomes reporting tool and the objective priority list.	Keith will ask DCS to change the wording in number 5 of the outcomes reporting tool.
Review the suggestions received for changes to the Web Tool	Keith shared the ten suggestions he has received this year on how to improve the PPR reporting web tool. The PPRC agreed to the following changes: make it easier to prioritize objectives more quickly, change program review from a three to a four-year cycle, add an outcomes reporting question, add a drop-down menu on the objectives question to select Strategic Direction and identify whether or not the objective has an institutional impact, revise objective	Keith will communicate these changes to DCS and work with DCS over the summer to facilitate the improvements being ready next year.

	rubric to include the requirement for programs to connect the objective to the plan, and make it so prior progress on the goals and objectives cannot be revised, deleted, and/or added.	
Request for moving to a four-year cycle was sent to Crafton Council (5 minutes)	Keith informed the PPRC that the request to move from a three to a four-year planning cycle was sent to Crafton Council.	The committee directed Keith to make any needed changes to the PPR handbook, rubrics, questions, timeline, and calendar if the Crafton Council does not approve the change to a four-year cycle.
Other Items		
<p><b>Mission Statement</b></p> <p>The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.</p>	<p><b>Vision Statement</b></p> <p>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><b>Institutional Values</b></p> <p>Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.</p>