# Crafton Hills College
## PPR Minutes

**Date: April 28, 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 | Y |
| Co-Chair: Jessica McCambly | Y | Ben Gamboa | Y | Rebeccah Warren-Marlatt | Y |
| Daniel Bahner | Y | Meridyth McLaren | Y | Gary Williams | N |
| Crystal Vaca | Y | Robert Brown | N | Floyd Simpson | N |

**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 | DISUCUSSION | FURTHER ACTION |
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| **1.0 Effective, Efficient and Transparent Processes**<br>The College operates through effective processes and structures. All planning processes and decision-making are transparent, evidence-based, efficient, clearly defined… | | |
| • Minutes, April 14, 2014 (5 minutes) | | |
| • Crafton Council approved the new Mission, Vision, and Values (5 minutes) | The Crafton Council approved the new Mission, Vision, and Values and is currently working on developing a plan for rolling out and balancing with self-evaluation. | |
| • Review the email asking for feedback on the Accreditation Standard IB: Edits due to Keith or Rebeccah by May 20 (5 minutes) | Keith reminded the PPRC that their feedback on Standard IB is due either to Keith or Rebeccah by Monday, May 20. Keith showed the PPRC where they could read the draft of Standard IB. | |
| • Review the results from the Spring 2014 feedback survey (5 minutes) | Keith reviewed the results of the Spring 2014 Program Review Feedback Survey. There were only 7 respondents to the survey, 4 less than last year. Keith noted that there were substantial improvements in every area. There were also two substantial and statistically significant improvements in the timelines being clear and the committee contact being helpful. The two lowest ratings were the committee contact being helpful and the PPR Handbook being helpful. In the comments two respondents were concerned that it seemed like some of the PPRC members hadn't read the plan. Three commented on how the interview process was worthwhile.<br><br>Many faculty don't know what numbers mean. Maybe add some narrative illustrating how to address the fill rate, for example. Maybe break the prompts down.<br><br>Time management is a concern. | Suggestion that a lot of feedback about tool is not user friendly. Suggested that a lot of members doing next year and they can make suggestions for doing next year. Pull together a small group for looking at next year. **Keith will ask Trelisa about what we could do to make the Web Tool more user friendly**. Another concern is that people don't understand the idea of setting a target. Add a check that says whether or not have completed questions: "Check report completeness." **Add a plus sign that says click here for more information. Basically take the rubric and have it expand**.<br><br>Changed to reducing document quality to fewer or one question. Just the document quality question. Keith will bring draft for next meeting.<br><br>Explore adding place where they can rank themselves on the rubric in the web tool. |

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| | Perhaps said earlier deadline.<br><br>Suggested that we don't need to assess the document quality any more.  Rarely have a bad document.  This would be taken care of in the categories.  Suggested that review the rubrics.<br><br>Suggestion that we expand the rubric to include other areas that do not have a rubric.  Suggestion that the program rank themselves on the rubric.  Include this in the web tool. | The committee will review all the rubrics next week.<br><br>When make suggestions need to reference best practices in the feedback documents and provide suggestions on how to get better.  Explore referencing more formal best practices. |
| • Prioritized objectives from the President's Cabinet (5 minutes) | Keith reviewed the President's Cabinet priorities and noted that they were all the same.  In addition, the PC also prioritized the resource objectives within each objective. | |
| • Review the schedule for next year, update, and finalize | Timeline was finalized with minor changes.  Committee discussed pros and cons of having a hard deadline. | Keith will bring finalized document to next meeting. |
| • Review the calendar for next year, update, and finalize | Calendar was finalized with minor changes. | Keith will bring finalized document to next meeting. |
| • Review and prioritize suggested changes | | |

**2.0 Inclusiveness**
The College and its structures and processes are characterized by inclusiveness, openness to input, and respect…

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| • Other Items | | |

| Mission Statement | Vision Statement | Institutional Values |
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| The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment. | The vision of Crafton Hills College is to be the premier community college for public safety and health services careers and transfer preparation. | Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness. |