

Crafton Hills College Planning and Program Review Committee
2016-2017 Timeline and Meeting Schedule
Revised November 7, 2016

The **eighteen** units scheduled to complete a Program Review in 2016 – 2017 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	Administrative Services/Department	Instruction/Division and Department	Student Services/Division & Department
No Participants	Admin Svs (CBO, Comm, Fac.) Aquatics	Career Ed. & Human Dev.	Counseling and Student Success
		Child Dev & Education Psychology	DSP&S EOPS/CARE/CalWORKS/Foster Youth
		Letters, Arts, Mathematics	
		Library Mathematics Music Theater Arts	Student Development
		Social, Info., & Nat. Sciences	Admissions and Records Financial Aid *
		American Sign Language Biology Sciences Earth Science Economics * Political Science Sociology/Anthropology	

*Programs that were scheduled to complete a full PPR in 2015-16, but were rescheduled with permission

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Date(s)	Tentative Agenda for Committee Meeting	Program Review	Annual Planning
Sept. 12, 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 29. Send timeline to Deans and Chairs by August 29. Memos and instructions to PPR units by Sept. 14.	Send link to PPR data to chairs by August 29. Memos and instructions to Annual Planning participants by Sept. 19.
Sept.14, W	No Meeting		
Sept. 19, M	Meeting		
Sept. 26, M	No Meeting – PPR Workshop	Q and A workshop: PPR: 3-4:30pm LRC 110	
Sept. 28, W	No Meeting – PPR and AP Workshops	Q and A workshop: PPR: 3-4:30pm LRC 110	Q and A workshop: Annual Plans: 12:00 to 1:00pm: LRC 110
Oct. 3, M	No Meeting – PPR Workshop	Q and A workshop: PPR: 3-4:30pm LRC 110	
Oct. 10, M	No Meeting	Invitations and dates to meet with the committee sent to PPR units	
Oct. 17, M	No Meeting – PPR and AP Workshops	Q and A workshop: PPR: 3-4:30pm LRC 110	Q and A workshop: Annual Plans: 12:00 to 1:00pm: LRC 110
Oct. 24, M	No Meeting – PPR and AP Workshops	Q and A workshop: PPR: 3-4:30pm LRC 110	Q and A workshop: Annual Plans: 12:00 to 1:00pm: LRC 110
Oct. 31, M	No Meeting – PPR and AP Workshops No Meeting	Q and A workshop: PPR: 3-4:30pm LRC 110	Q and A workshop: Annual Plans: 12:00 to 1:00pm: LRC 110
Nov. 7, M	Meeting with American Sign Language		
Nov. 14, M	Meeting with Aquatics and Administrative Services		
Nov. 21, M	Meeting with Earth Science and Sociology/Anthropology		
Nov. 28, M	Meeting with Economics and Political Science		

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Dec. 5, M	Meeting with Biological Sciences and Library		Deadline, annual plans due to Deans/Managers
Dec. 12, M	No Meeting, Finals Week		
Jan 13, W	No Meeting: PPR and AP workshops	Q and A workshop: PPR: 3-4:30pm LRC 110	Q and A workshop: Annual Plans: 12:00 to 1:00pm: LRC 110
Jan. 16, M	No Meeting, Martin Luther King Jr. Holiday		
Jan. 23, M	Meeting with Child Development & Education and Psychology		
Jan. 25, W	No Meeting	Q and A workshop: PPR: 3-4:30pm LRC 110	Q and A workshop: Annual Plans: 12:00 to 1:00pm: LRC 110
Jan. 30, M	Meeting with Music and Theatre Arts		
Feb. 6, M	Meeting with Mathematics and Sociology/Anthropology		Deadline, units submit finalized annual plans using the PPR Web Tool.
Feb. 13, M	Meeting with DSPS and EOPS/CARE/CalWORKs/Foster Youth		
Feb. 20, M	Washington's Birthday, No Meeting		
February 27, M	Meeting with Financial Aid and Admissions and Records	Deadline for Departments to prioritize objectives	
March 6, M	Meeting, Finalize outstanding feedback		
March 10, F	No Meeting	Deadline for Divisions to prioritize objectives	
March 13, M	No Meeting, Spring Recess		
March 20, M	Meeting, Finalize outstanding feedback		
March 24, F	No Meeting	Deadline for Areas to prioritize objectives	
March 27, M	Long meeting: PPR Committee Prioritizes Objectives from Area Plans		

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April 3, M	Discussion, Evaluation of the PPR process, 4-year cycle, questions, handbook, committee surveys		
April 10, M	Discussion, Evaluation of the PPR process, 4-year cycle, questions, handbook, committee surveys	PPR survey distributed to participants by April 12	
April 17, M	No Meeting, Cabinet meets to discuss PPR recommendations		
April 24, M	Deadline, President's Memo to PPR and to the Campus Community		
May 1, M	PPR Committee Meets to discuss survey results, recommendations, revisions to PPR web tool, Review Timeline for Next Year		
May 8, M	PPR Committee Meets to discuss survey results, recommendations, revisions to PPR web tool, Finalize Timeline for Next Year		