

**Crafton Hills College Planning and Program Review Committee  
2017-2018 Timeline and Meeting Schedule  
May 22, 2017 (Revised: February 5, 2018)**

The **thirteen** units scheduled to complete a Program Review in 2017 – 2018 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. **All Four-Year Program Reviews are due a week prior to the programs scheduled meeting time with the Planning and Program Review Committee.**

| Office of the President | Administrative Services/Department | Instruction/Division and Department  | Student Services/Division & Department                        |
|-------------------------|------------------------------------|--|---|
| No Participants         | Technology Services                | <b>Career Ed. &amp; Human Dev.</b>   | <b>Counseling and Student Success</b>                         |
|                         |                                    | Allied Health/Respiratory Care<br>Radiologic Technology  | Counseling<br>Transfer Center                                 |
|                         |                                    | <b>Letters, Arts, Mathematics</b>  |   |
|                         |                                    | No Participants  | <b>Student Development</b>                                    |
|                         |                                    | <b>Social, Info., &amp; Nat. Sciences</b>  | Health and Wellness Center<br>Student Life<br>Veterans Center |
|                         |                                    | Business/Accounting/Marketing<br>Foreign Language<br>Speech Communication/Journalism<br>Kinesiology<br>History |   |

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| <b>Date(s)</b>     | <b>Tentative Agenda for Committee Meeting</b>  | <b>Program Review</b>   | <b>Annual Planning</b>  |
|--------------------|--|---|---|
| Sept. 11, M        | Introduction. Committee meets to go over the Process, Timeline, Web Tool, Blackboard, Assigning mentors to new PPRC members etc. |   |   |
| <b>Sept. 15, F</b> | <b>No Meeting</b>  | <b>Send link to PPR data to chairs, timeline to Deans, and Chairs, and memos and instructions to PPR units by September 15.</b> |   |
| <b>Sept. 18, M</b> | <b>Meeting</b>   |   |   |
| <b>Sept. 25, M</b> | <b>No Meeting – PPR Workshop</b>   | <b>Q and A workshop:<br/>PPR: 3-4:30pm LRC 110</b>  |   |
| <b>Sept. 27, W</b> | <b>No Meeting – PPR and AP Workshops</b>   | <b>Q and A workshop:<br/>PPR: 3-4:30pm LRC 110</b>  | <b>Q and A workshop:<br/>Annual Plans: 12:00 to 1:00pm: LRC 110</b> |
| <b>Oct. 2, M</b>   | <b>No Meeting – PPR Workshop</b>   | <b>Q and A workshop:<br/>PPR: 3-4:30pm LRC 110</b>  |   |
| <b>Oct. 9, M</b>   | <b>No Meeting</b>  | <b>Invitations and dates to meet with the committee sent to PPR units</b>   |   |
| <b>Oct. 16, M</b>  | <b>No Meeting – PPR and AP Workshops</b>   | <b>Q and A workshop:<br/>PPR: 3-4:30pm LRC 110</b>  | <b>Q and A workshop:<br/>Annual Plans: 12:00 to 1:00pm: LRC 110</b> |
| <b>Oct. 23, M</b>  | <b>No Meeting – PPR and AP Workshops</b>   | <b>Q and A workshop:<br/>PPR: 3-4:30pm LRC 110</b>  | <b>Q and A workshop:<br/>Annual Plans: 12:00 to 1:00pm: LRC 110</b> |
| <b>Oct. 30, M</b>  | <b>No Meeting – PPR and AP Workshops No Meeting</b>  | <b>Q and A workshop:<br/>PPR: 3-4:30pm LRC 110</b>  | <b>Q and A workshop:<br/>Annual Plans: 12:00 to 1:00pm: LRC 110</b> |
| Nov. 6, M          | Meeting with <b>Transfer Center</b>  |   |   |
| Nov. 13, M         | Meeting with <b>Counseling</b>   |   |   |
| Nov. 20, M         | Meeting with <b>Student Life</b>   |   |   |
| Nov. 27, M         | Meeting with <b>Veterans</b>   |   |   |

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|-----------------------|---|--|--|
| <b>Dec. 4, M</b>      | Meeting with <b>Health &amp; Wellness Center</b>                          |  | <b>Deadline, annual plans due to Deans/Managers</b>                          |
| <b>Dec. 11, M</b>     | <b>No Meeting, Finals Week</b>  |  |  |
| Jan. 22, M            | Meeting with <b>Technology Services</b>                                   |  |  |
| <b>Jan. 24, W</b>     | <b>No Meeting</b>   | <b>Q and A workshop:<br/>PPR: 3-4:30pm LRC 110</b>       | <b>Q and A workshop:<br/>Annual Plans: 12:00 to 1:00pm: LRC 110</b>          |
| Jan. 29, M            | Meeting with <b>Respiratory Care and Radiologic Technology</b>            |  |  |
| <b>Feb. 5, M</b>      | Meeting with <b>Business/Accounting/Marketing and History</b>             |  |  |
| Feb. 12, M            | Meeting with <b>Foreign Language and Speech</b>                           |  |  |
| <b>Feb. 19, M</b>     | <b>Washington's Birthday, No Meeting</b>                                  |  |  |
| <b>Feb. 20, T</b>     | <b>No Meeting</b>   |  | <b>Deadline, units submit finalized annual plans using the PPR Web Tool.</b> |
| <b>February 26, M</b> | Meeting with <b>Kinesiology and Educational Technology</b>                |  |  |
| <b>March 2, F</b>     | <b>No Meeting</b>   | <b>Deadline for Departments to prioritize objectives</b> |  |
| March 5, M            | Meeting, Finalize outstanding feedback                                    |  |  |
| <b>March 9, F</b>     | <b>No Meeting</b>   | <b>Deadline for Divisions to prioritize objectives</b>   |  |
| <b>March 12, M</b>    | <b>No Meeting, Spring Recess</b>  |  |  |
| March 19, M           | Meeting, Finalize outstanding feedback                                    |  |  |
| <b>March 23, F</b>    | <b>No Meeting</b>   | <b>Deadline for Areas to prioritize objectives</b>       |  |
| <b>March 26, M</b>    | <b>Long meeting: PPR Committee Prioritizes Objectives from Area Plans</b> |  |  |

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| Date(s)            | Tentative Agenda for Committee Meeting   | Program Review                                     | Annual Planning |
|--------------------|--|--|-----------------|
| April 2, M         | Discussion, Evaluation of the PPR process, 4-year cycle, questions, handbook, committee surveys                            |  |                 |
| April 9, M         | Discussion, Evaluation of the PPR process, 4-year cycle, questions, handbook, committee surveys                            | PPR survey distributed to participants by April 13 |                 |
| <b>April 16, M</b> | <b>No Meeting, Cabinet meets to discuss PPR recommendations</b>  |  |                 |
| <b>April 23, M</b> | <b>Deadline, President's Memo to PPR and to the Campus Community</b>   |  |                 |
| April 30, M        | PPR Committee Meets to discuss survey results, recommendations, revisions to PPR web tool, Review Timeline for Next Year   |  |                 |
| May 7, M           | PPR Committee Meets to discuss survey results, recommendations, revisions to PPR web tool, Finalize Timeline for Next Year |  |                 |