

Crafton Hills College Planning and Program Review Committee
2021-2022 Timeline and Meeting Schedule
May 10, 2021

The **fourteen** units scheduled to complete a Program Review in 2021 – 2022 are listed below. Units may contact any committee member for help with completing their program review. Units scheduled to submit a four-year plan will be assigned a PPR Coach who will assist program writers in their preparing their submission. 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 to the Planning and Program Review Committee according to the timeline contained within this document (see pages 3 and 4).**

| Office of the President | Administrative Services/Department | Instruction/Division and Department | Student Services/Division & Department |
|-------------------------|------------------------------------|--|---|
| | Technology Services | Career Ed. & Human Dev. | Counseling and Student Success |
| | | Allied Health/Respiratory Care Radiologic Technology Emergency Medical Services | Counseling Dual Enrollment Transfer Center |
| | | Letters, Arts, Mathematics | |
| | | | Student Development |
| | | Social, Info., & Nat. Sciences Business/Accounting/Marketing Spanish Speech Communication Kinesiology/Health Ed/Athletics | Health and Wellness Center Student Life Veterans Center |

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| 2021-2022 PPR Committee Members and Coaching Assignments | | |
|--|--|--|
| PPR Committee Member | Email | PPR Unit(s) Member is Coaching |
| Artour Aslanian | aaslanian@craftonhills.edu | Student Life, Kinesiology/Health Ed/Athletics |
| Shirley Juan | sjuan@craftonhills.edu | Business/Accounting/Marketing |
| Julie McKee (Co-Chair) | jmckee@craftonhills.edu | Veterans Center |
| Meridyth McLaren | mmclaren@craftonhills.edu | Emergency Medical Services, Allied Health/Respiratory Care |
| Karen Peterson | kpeterso@craftonhills.edu | Spanish |
| Nick Reichert | nreichert@craftonhills.edu | Speech Communication |
| Giovanni Sosa (Co-Chair) | gsosa@craftonhills.edu | Technology Services |
| Delmy Spencer | dspencer@craftonhills.edu | Counseling, Dual Enrollment, Transfer Center |
| Keith Wurtz | kwurtz@craftonhills.edu | Radiologic Technology |
| Ruby Zuniga | rzuniga@craftonhills.edu | Health and Wellness Center |

The **twelve** units scheduled to complete a two-year plan in 2021-2022 are listed below. Programs completing a two-year plan need to review and update their goals, objectives, and SLOs and submit the two-year plans by the two-year plan due date: **All Two-Year Plans are due Tuesday, February 15, 2022.**

| Office of the President | Administrative Services/Department | Instruction/Division and Department | | Student Services/Division & Department |
|-------------------------|---|---|----------------------------|--|
| | Admin Services Area (CBO, Communications, Facilities) Facilities (Custodial, Maintenance, & Grounds) | Career Ed. & Human Dev. | | Counseling and Student Success |
| | | Child Development Center | Emergency Training Center | |
| | | Fire Academy/Fire Tech | Paramedics | |
| | | Letters, Arts, Mathematics | | |
| | | Tutoring Center | English (Includes Reading) | Student Development |
| | | Social, Info., & Nat. Sciences | | Financial Aid |
| | | Physics/Astronomy | Economics | |
| | | Philosophy/Religious Studies | | |

If your program is not listed above, you need to complete SLO reporting, copy, and finalize your plan by February 15, 2022.

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| Date(s) | Tentative Agenda for Committee Meeting | Program Review Q&A Sessions | Program Review Q&A Sessions |
|--------------------|---|---|--|
| Aug. 11, W | Flex Day Contact with Programs/Introduction of PPR Coaches | | |
| Aug. 12, Th | Flex Day Contact with Programs/Introduction of PPR Coaches | | |
| Aug. 13, F | In-Service Contact with Programs/Introduction of PPR Coaches | | |
| Aug. 30, M | Introduction. Committee meets to go over the Process, Timeline, Web Tool | | |
| | | | |
| Sept. 10, F | No Meeting | Send link to PPR data to chairs, timeline to Deans, and Chairs, and memos and instructions to PPR units by September 14. | |
| Sept. 13, M | Meeting | | |
| Sept. 13, M | PPR Coaches Contact Units | | |
| Sept. 15, W | No Meeting – PPR and 2Yr Workshops | Q and A workshop: PPR/2Yr Plans: 12:00 to 1:30pm: Zoom (Link to be sent out campus-wide via email by 9/8) Q and A workshop: PPR/2Yr Plans: 3:00 to 4:30pm: Zoom (Link to be sent out campus-wide via email by 9/8) | |
| Sept. 28, M | Technology Services PPR Plan Due | | |
| Oct. 4, M | Business/Accounting/Marketing PPR Plan Due | | |
| Oct. 11, M | No Meeting – PPR and AP Workshops | Q and A workshop: PPR/2Yr Plans: 12:00 to 1:30pm: Zoom (Link to be sent out campus-wide via email by 10/4) Q and A workshop: PPR/2Yr Plans: 3:00 to 4:30pm: Zoom (Link to be sent out campus-wide via email by 10/4) | |
| | | | |
| Oct. 11, M | Spanish & Speech Communication/Journalism PPR Plans Due | | |
| Oct. 18, M | Meeting with Unit(s) | | |
| Oct. 18, M | Allied Health/Respiratory Care & Radiologic Technology PPR Plans Due | | |
| Oct. 25, M | Meeting with Unit(s) | | |
| Oct. 25, M | Emergency Medical Services & Counseling PPR Plans Due | | |

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| Date(s) | Tentative Agenda for Committee Meeting | Program Review | Annual Planning |
|--------------------|---|---|---|
| Nov. 8, M | Meeting with Unit(s) | | |
| Nov. 8, M | Dual Enrollment, Transfer Center, & Student Life PPR Plans Due | | |
| Nov. 15, M | Meeting with Unit(s) | | |
| Nov. 15, M | Veterans Center, Kinesiology/Health Ed/Athletics, & Health and Wellness Center PPR Plans Due | | |
| Dec. 6, M | Meeting with Unit(s) | | Deadline, 2Yr plans due to Deans/Managers |
| Jan. 12, W | Flex Day Contact with Programs/Introduction of PPR Coaches | | |
| Jan. 14, F | In-Service Contact with Programs/Introduction of PPR Coaches | | |
| Jan. 19, W | No Meeting – PPR and AP Workshops | Q and A workshop: PPR/Annual Plans: 12:00 to 1:30pm: Zoom (Link to be sent out campus-wide via email by 1/13) Q and A workshop: PPR/Annual Plans: 3:00 to 4:30pm: Zoom (Link to be sent out campus-wide via email by 1/13) | |
| Jan. 24, M | Meeting with Unit(s) | | |
| Jan. 31, M | Meeting with Unit(s) | | |
| Feb. 7, M | Meeting with Unit(s) | | |
| Feb. 14, M | Washington’s Birthday, No Meeting | | |
| Feb. 15, T | No Meeting | | Deadline, units submit finalized 2Yr plans using the PPR Web Tool. |
| Feb. 21, M | Meeting with Unit(s) / Review 2Yr Plans | | |
| Feb. 28, M | Meeting with Unit(s) / Review 2Yr Plans | | |
| March 7, M | Meeting with Unit(s) / Review 2Yr Plans | | |
| March 21, M | PPRC Meeting, Finalize outstanding feedback | | |
| March 25, F | No Meeting | Deadline for Departments to prioritize objectives | |
| March 28, M | PPRC Meeting, Review 2Yr Plans | | |
| April 4, M | Discussion, Evaluation of the PPR process, 4-year cycle, questions, handbook, committee surveys | | |
| April 11, M | Discussion, Evaluation of the PPR process, 4-year cycle, questions, handbook, committee surveys | | |

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| | | | |
|--------------------|--|--|------------------------|
| April 15, F | No Meeting | Deadline for Divisions to prioritize objectives | |
| Date(s) | Tentative Agenda for Committee Meeting | Program Review | Annual Planning |
| April 25, M | PPR Committee Meets to discuss recommendations, revisions to PPR web tool, Finalize Timeline and Schedule for following year | | |
| April 29, F | No Meeting | Deadline for Areas to prioritize objectives PPR survey distributed to participants by April 29 | |
| May 2, M | Long meeting: PPR Committee Prioritizes Objectives from Area Plans | | |
| May 9, M | PPR Committee Meets to discuss recommendations, revisions to PPR web tool, Finalize Timeline and Schedule for following year | | |
| May 10, T | No Meeting, Cabinet meets to discuss PPR recommendations | | |
| May 16, M | Deadline, President's Memo to PPR and to the Campus Community | | |