

**Crafton Hills College Planning and Program Review Committee  
2022-2023 Timeline and Meeting Schedule  
Approved May 16, 2022**

The **twelve** units scheduled to complete a Program Review in 2022 – 2023 are listed below. Units scheduled to submit a four-year plan or two-year plan will be assigned a PPR Coach who will assist program writers in 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
Institutional Advancement	Technology Services	<b>Career Ed. &amp; Human Dev.</b>	<b>Counseling and Student Success</b>
			CalWORKs Career Center
		<b>Letters, Arts, Mathematics</b>	
		Art	
		<b>Social, Info., &amp; Nat. Sciences</b>	
		Chemistry, CIS, Foreign Language, College Honors Institute	
Distance Education, Institutional Effectiveness, Professional Development			

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The **seventeen** units scheduled to complete a two-year plan in 2022-2023 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 20, 2023.**

Office of the President	Administrative Services/Department	Instruction/Division and Department		Student Services/Division & Department
	Aquatics	<b>Career Ed. &amp; Human Dev.</b>		<b>Counseling and Student Success</b>
		Child Development and Education	Psychology	DSPS, EOPS/CARE/Foster Youth
		<b>Letters, Arts, Mathematics</b>		
		Music, Theatre Arts, Library, Mathematics		<b>Student Development</b>
		<b>Social, Info., &amp; Nat. Sciences</b>		Admission and Records
		Biological Sciences, Earth Science, American Sign Language, History, Political Science, Sociology, Anthropology		

2022-2023 PPR Committee Members and Coaching Assignments			
PPR Committee Member	Email	4YR PPR Unit(s) Member is Coaching	2YR PPR Unit(s) Member is Coaching
Shirley Juan	<a href="mailto:sjuan@craftonhills.edu">sjuan@craftonhills.edu</a>	College Honors Institute, Institutional Effectiveness	Sociology
Meridyth McLaren	<a href="mailto:mmclaren@craftonhills.edu">mmclaren@craftonhills.edu</a>	Distance Education	Anthropology
Karen Peterson	<a href="mailto:kpeterso@craftonhills.edu">kpeterso@craftonhills.edu</a>	Foreign Language	Library
Nick Reichert	<a href="mailto:nreichert@craftonhills.edu">nreichert@craftonhills.edu</a>	Chemistry	Child Development and Education
Giovanni Sosa (Co-Chair)	<a href="mailto:gsosa@craftonhills.edu">gsosa@craftonhills.edu</a>	Institutional Advancement, Technology Services	Political Science, Psychology, American Sign Language, Mathematics
Delmy Spencer	<a href="mailto:dspencer@craftonhills.edu">dspencer@craftonhills.edu</a>	Career Center, CalWORKs	DSPS, EOPS/CARE/Foster Youth, Admissions & Records
Keith Wurtz	<a href="mailto:kwurtz@craftonhills.edu">kwurtz@craftonhills.edu</a>	Art, CIS	Biological Sciences, Earth Science, History, Music
Ruby Zuniga	<a href="mailto:rzuniga@craftonhills.edu">rzuniga@craftonhills.edu</a>	Professional Development	Aquatics
Ola Sabawi	<a href="mailto:osabawi@craftonhills.edu">osabawi@craftonhills.edu</a>		Theatre Arts

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Date(s)	Tentative Agenda for Committee Meeting	Program Review Q&A Sessions	Program Review Q&A Sessions
Aug. 9, T	Flex Day Contact with Programs/Introduction of PPR Coaches		
Aug. 10, W	Flex Day Contact with Programs/Introduction of PPR Coaches		
Aug. 11, Th	In-Service Contact with Programs/Introduction of PPR Coaches		
Aug. 12, F	In-Service Contact with Programs/Introduction of PPR Coaches		
<b>Aug. 29, M</b>	<b>First PPRC meeting—review of charge, process, timeline handbook</b>		
<b>Sept. 9, F</b>	<b>No Meeting</b>	<b>Send link to PPR data to chairs, timeline to deans, chairs, and other writers. Include memos and instructions to PPR units by September 13.</b>	
Sept. 12, M	Meeting—Coaches Check-in		
<b>Sept. 14, W</b>	<b>No Meeting—PPR and 2Yr Workshops</b>	<b>Q and A workshop (Coaches’ Meeting with Units):</b> <b>PPR/2Yr Plans: 12:00 to 1:30pm: Zoom (Link to be sent out campus-wide via email by 9/7)</b>  <b>Q and A workshop (Coaches’ Meeting with Units):</b> <b>PPR/2Yr Plans: 3:00 to 4:30pm: Zoom (Link to be sent out campus-wide via email by 9/7)</b>	
Sept. 26, M	<b>Foreign Language &amp; Technology Services</b> PPR Plans Due		
Oct. 3, M	<b>Distance Education &amp; College Honors Institute</b> PPR Plans Due		
<b>Oct. 10, M</b>	<b>No Meeting—PPR and AP Workshops</b>	<b>Q and A workshop:</b> <b>PPR/2Yr Plans: 12:00 to 1:30pm: Zoom (Link to be sent out campus-wide via email by 10/4)</b>  <b>Q and A workshop:</b> <b>PPR/2Yr Plans: 3:00 to 4:30pm: Zoom (Link to be sent out campus-wide via email by 10/4)</b>	
Oct. 10, M	<b>Institutional Effectiveness &amp; Chemistry</b> PPR Plans Due		
Oct. 17, M	Meeting with Unit(s)		
Oct. 17, M	<b>Art &amp; CalWORKs</b> PPR Plans Due		
Oct. 24, M	Meeting with Unit(s)		
Oct. 24, M	<b>Institutional Advancement &amp; Career Center</b> PPR Plans Due		

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Date(s)	Tentative Agenda for Committee Meeting	Program Review	Annual Planning
Nov. 7, M	Meeting with Unit(s)		
Nov. 7, M	<b>Professional Development &amp; CIS PPR Plans Due</b>		
Nov. 14, M	Meeting with Unit(s)		
Dec. 5, M	Meeting with Unit(s)		
Jan. 11, W	Flex Day Contact with Programs/Introduction of PPR Coaches		
Jan. 13, F	In-Service Contact with Programs/Introduction of PPR Coaches		
<b>Jan. 18, W</b>	<b>No Meeting – PPR and AP Workshops</b>	<p><b>Q and A workshop (Coaches’ Meeting with Units): PPR/Annual Plans: 12:00 to 1:30pm: Zoom (Link to be sent out campus-wide via email by 1/13)</b></p> <p><b>Q and A workshop (Coaches’ Meeting with Units): PPR/Annual Plans: 3:00 to 4:30pm: Zoom (Link to be sent out campus-wide via email by 1/13)</b></p>	
Jan. 23, M	Meeting with Unit(s)		
<b>Jan. 30, M</b>	Meeting with Unit(s)		<b>Deadline, 2Yr plans due to Deans/Managers</b>
Feb. 6, M	Meeting with Unit(s)		
<b>Feb. 13, M</b>	<b>Washington’s Birthday, No Meeting</b>		
Feb. 20, M	Meeting with Unit(s)		<b>Deadline, units submit finalized 2Yr plans using the PPR Web Tool.</b>
Feb. 27, M	Meeting with Unit(s) / Review 2Yr Plans		
March 6, M	Meeting with Unit(s) / Review 2Yr Plans		
March 20, M	Meeting with Unit(s) / Review 2Yr Plans		
<b>March 24, F</b>	<b>No Meeting</b>	<b>Deadline for Departments to prioritize objectives (Roll-up Submission)</b>	
March 27, M	Meeting with Unit(s) / Review 2Yr Plans		
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		
<b>April 18, T</b>	<b>Management Meeting – Review of Objectives and Resource Requests</b>		

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Date(s)	Tentative Agenda for Committee Meeting	Program Review	Annual Planning
<b>April 21, F</b>	<b>No Meeting</b>	<b>Deadline for Divisions to prioritize objectives (Roll-up Submission)</b>	
April 24, M	PPR Committee Meets to discuss recommendations, revisions to PPR web tool, Finalize Timeline and Schedule for following year		
<b>April 28, F</b>	<b>No Meeting</b>	<b>Deadline for Areas to prioritize objectives</b> PPR survey distributed to participants by April 28	
<b>May 1, M</b>	<b>Long meeting: PPR Committee Prioritizes Objectives from Area Plans</b>		
May 9, M	PPR Committee Meets to discuss recommendations, revisions to PPR web tool, Finalize Timeline and Schedule for following year		
<b>May 9, T</b>	<b>No Meeting, Cabinet meets to discuss PPR recommendations</b>		
<b>May 15, M</b>	<b>Deadline, President's Memo to PPR and to the Campus Community</b>		