

Crafton Hills College Planning and Program Review Committee
2024-2025 Timeline and Meeting Schedule
Approved May 13, 2024

The **twenty** units scheduled to complete a Program Review in 2024 – 2025 are listed below. Units scheduled to submit either 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 Monday, October 28, 2024.**

Office of the President	Administrative Services/Department	Instruction/Divisions and Department	Student Services/Division & Department
	Athletics/Aquatics, Facilities (Custodial, Maintenance, & Grounds)	Career Education & Human Development	Student Services & Counseling
		Child Development and Education	Student Accessibility Services, EOPS/CARE/Foster Youth
		Letters, Arts, and Instructional Support	Student Services & Student Development
		American Sign Language, Library, Music, and Theatre Arts	Admissions and Records
		Social, Information, & Natural Sciences	
		Biological Sciences, Earth Science, Physics/Astronomy, Mathematics, Sociology, Anthropology, History, Political Science, Psychology, STEM Program and Center	

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The **twelve** units scheduled to complete a two-year plan in 2024-2025 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 Friday, February 7, 2025.**

Office of the President	Administrative Services/Department	Instruction/Division and Department	Student Services/Division & Department
Institutional Advancement	Technology Services	Career Education & Human Development	Counseling and Student Success
		Computer and Information Sciences	CalWORKs, Career Center
		Letters, Arts, and Instructional Support	
		Foreign Language, Distance Education, Art	Student Development
		Social, Information, & Natural Sciences	
		Chemistry, College Honors Institute	
		Professional Development, Institutional Effectiveness	

2024-2025 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	sjuan@craftonhills.edu	Biological Sciences, Sociology	Foreign Language
Meridyth McLaren	mmclaren@craftonhills.edu	Mathematics	Computer and Information Sciences
Karen Peterson	kpeterso@craftonhills.edu	Child Development and Education	Art
Nick Reichert	nreichert@craftonhills.edu	Library	Institutional Effectiveness
Diana Vaichis	dvaichis@craftonhills.edu	Earth Science, Political Science, STEM Program and Center, American Sign Language	College Honors Institute, Distance Education
Giovanni Sosa (Chair)	gsosa@craftonhills.edu	Facilities, Physics/Astronomy, Music, Psychology	Institutional Advancement, Technology Services
Delmy Spencer	dspencer@craftonhills.edu	EOPS/CARE/Foster Youth	CalWORKs
Keith Wurtz	kwurtz@craftonhills.edu	History, Anthropology, Theatre Arts	Chemistry

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Ruby Zuniga	rzuniga@craftonhills.edu	Athletics/Aquatics, SAS, Admissions and Records	Professional Development, Career Center
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Date(s)	Tentative Agenda for Committee Meeting	Program Review	Two-Year Planning
Aug. 11, F	In-Service Contact with Programs/Introduction of PPR Coaches		
Aug. 7, W	No Meeting	Send link to PPR data to chairs, timeline to deans, chairs, and other writers. Include memos and instructions to PPR units by August 7.	
Aug. 26, M	Prioritization of 23-24 Objectives		
Aug. 28, W	No Meeting—PPR and 2Yr Workshops	Q and A workshop (Coaches' Meeting with Units): PPR/2Yr Plans: 12:00 to 1:30pm: Zoom (Link to be sent out campus-wide via email by 8/16) Q and A workshop (Coaches' Meeting with Units): PPR/2Yr Plans: 3:00 to 4:30pm: Zoom (Link to be sent out campus-wide via email by 8/16)	
Sept. 9, M	First PPRC meeting—review of charge, process, timeline handbook		
Sept. 23, M	PPRC Meeting—Coaches Check-in		
Oct. 7, M	PPRC Meeting—Coaches Check-in		
Oct. 14, M	PPRC Meeting—Coaches Check-in		
Oct. 28, M	All PPR Plans Due		
Nov. 4, M	PPRC Meeting—Plan Review and Discussions		
Nov 18, M	PPRC Meeting—Plan Review and Discussions		
Dec. 2, M	PPRC Meeting—Plan Review and Discussions		
Jan. 10, F	In-Service Contact with Programs/Introduction of PPR Coaches		
Jan. 20, M	PPRC Meeting—Plan Review and Discussions		
Jan. 27, M	No Meeting		Deadline, 2Yr plans due to Deans/Managers
Feb. 3, M	PPRC Meeting—Plan Review and Discussions		
Feb 7, F	No Meeting		Deadline, units submit finalized 2Yr plans using the PPR Web Tool.
Feb 17, M	PPRC Meeting—Plan Review and Discussions		
Mar 3, M	PPRC Meeting—Plan Review and Discussions		

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Mar 4, T	Management Meeting – Review of Objectives and Resource Requests		
Date(s)	Tentative Agenda for Committee Meeting	Program Review	Two-Year Planning
March 17, M	PPRC Meeting—Plan Review and Discussions		
March 21, F	No Meeting	Deadline for departments to prioritize objectives (Roll-up Submission)	
March 31, M	PPRC Meeting—Plan Review and Discussions		
April 4, F	No Meeting	Deadline for divisions to prioritize objectives (Roll-up Submission)	
April 14, M	PPRC Meeting—Plan Review and Discussions		
April 25, F	No Meeting	Deadline for areas to prioritize objectives PPR survey distributed to participants by April 29	
April 28, M	PPR Committee Meets to discuss process recommendations, revisions to PPR web tool, finalize timeline and schedule for following year		
May 12, M	Long meeting: PPR Committee Prioritizes Objectives from Area Plans		
May 27, T	No Meeting, Cabinet meets to discuss PPR recommendations		
Aug 27, W	Deadline, President’s Memo to PPR and to the Campus Community		