

## Crafton Hills College Planning and Program Review Committee 2019-2020 Timeline and Meeting Schedule

**April 15, 2019**

The **fourteen** units scheduled to complete a Program Review in 2019 – 2020 are listed below. Units may contact any committee member for help with completing their program review. 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
Marketing and Public Relations	Administrative Services Area  Facilities	<b>Career Ed. &amp; Human Dev.</b>	<b>Counseling and Student Success</b>
		Child Development Center Emergency Training Center Fire Academy / Fire Technology Paramedics	Student Success and Support
		<b>Letters, Arts, Mathematics</b>	
		Tutoring Center English	<b>Student Development</b>
		<b>Social, Info., &amp; Nat. Sciences</b>	Financial Aid
		Physics/Astronomy Economics Philosophy / Religious Studies	

The **fifteen** units scheduled to complete a two year plan in 2019-2020 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 annual plan due date. **All Annual Plans are due Tuesday, February 18, 2019.**

Office of the President	Administrative Services/Department	Instruction/Division and Department	Student Services/Division & Department
None	Technology Services	<b>Career Ed. &amp; Human Dev.</b>	<b>Counseling and Student Success</b>
		Respiratory Emergency Medical Services	Radiologic Technology Counseling Transfer Center
		<b>Letters, Arts, Mathematics</b>	
		<b>Social, Info., &amp; Nat. Sciences</b>	<b>Student Development</b>
		Business/Accounting/Marketing Spanish	Health and Wellness Student Life Veterans Center
		Communication Studies Kinesiology	

If your program is not listed above, you need to complete SLO reporting, copy, and finalize your plan by February 18, 2019.

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<b>Date(s)</b>	<b>Tentative Agenda for Committee Meeting</b>	<b>Program Review</b>	<b>Annual Planning</b>
Sept. 9, M	Introduction. Committee meets to go over the Process, Timeline, Web Tool, Blackboard, Assigning mentors to new PPRC members etc.		
<b>Sept. 13, F</b>	<b>No Meeting</b>	Send link to PPR data to chairs, timeline to Deans, and Chairs, and memos and instructions to PPR units by September 16.	
<b>Sept. 16, M</b>	<b>Meeting</b>		
<b>Sept. 23, M</b>	<b>No Meeting – PPR Workshop</b>	<b>Q and A workshop: PPR: 3-4:30pm LRC 110</b>	
<b>Sept. 25, W</b>	<b>No Meeting – PPR and AP Workshops</b>	<b>Q and A workshop: PPR: 3-4:30pm LRC 110</b>	<b>Q and A workshop: Annual Plans: 12:00 to 1:00pm: LRC 110</b>
<b>Sept. 30, M</b>	<b>No Meeting – PPR Workshop</b>	<b>Q and A workshop: PPR: 3-4:30pm LRC 110</b>	
<b>Oct. 7, M</b>	<b>No Meeting</b>	Invitations and dates to meet with the committee sent to PPR units	
<b>Oct. 14, M</b>	<b>No Meeting – PPR and AP Workshops</b>	<b>Q and A workshop: PPR: 3-4:30pm LRC 110</b>	<b>Q and A workshop: Annual Plans: 12:00 to 1:00pm: LRC 110</b>
<b>Oct. 21, M</b>	<b>No Meeting – PPR and AP Workshops</b>	<b>Q and A workshop: PPR: 3-4:30pm LRC 110</b>	<b>Q and A workshop: Annual Plans: 12:00 to 1:00pm: LRC 110</b>
<b>Oct. 28, M</b>	<b>No Meeting – PPR and AP Workshops No Meeting</b>	<b>Q and A workshop: PPR: 3-4:30pm LRC 110</b>	<b>Q and A workshop: Annual Plans: 12:00 to 1:00pm: LRC 110</b>
Nov. 4, M	Meeting with <b>Administrative Services and Facilities</b>		
Nov. 11, M	<b>Holiday, No Meeting</b>		
Nov. 18, M	Meeting with <b>Marketing and Public Relations</b>		
Nov. 25, M	Meeting with <b>Student Success and Support and Financial Aid</b>		

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<b>Dec. 2, M</b>	Meeting with <b>Tutoring Center</b>		<b>Deadline, annual plans due to Deans/Managers</b>
<b>Jan. 22, W</b>	<b>No Meeting</b>	<b>Q and A workshop: PPR: 3-4:30pm LRC 110</b>	<b>Q and A workshop: Annual Plans: 12:00 to 1:00pm: LRC 110</b>
Jan. 27, M	PPRC Meeting		
<b>Feb. 3, M</b>	Meeting with <b>Physics/Astronomy and Economics</b>		
Feb. 10, M	Meeting with <b>Philosophy/Religious Studies and Fire Academy</b>		
<b>Feb. 17, M</b>	<b>Washington's Birthday, No Meeting</b>		
<b>Feb. 18, T</b>	<b>No Meeting</b>		<b>Deadline, units submit finalized annual plans using the PPR Web Tool.</b>
<b>February 24, M</b>	Meeting with <b>Paramedics and English</b>		
March 2, M	Finalize outstanding feedback		
<b>March 6, F</b>	<b>No Meeting</b>	<b>Deadline for Departments to prioritize objectives</b>	
March 9, M	PPRC Meeting, Finalize outstanding feedback		
<b>March 16, M</b>	<b>No Meeting, Spring Recess</b>		
March 23, M	Meeting, Finalize outstanding feedback		
<b>March 27, F</b>	<b>No Meeting</b>	<b>Deadline for Divisions to prioritize objectives</b>	
<b>March 30, M</b>	<b>Long meeting: PPR Committee Prioritizes Objectives from Area Plans</b>		

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April 6, M	Discussion, Evaluation of the PPR process, 4-year cycle, questions, handbook, committee surveys		
April 13, M	Discussion, Evaluation of the PPR process, 4-year cycle, questions, handbook, committee surveys	<b>Deadline for Areas to prioritize objectives</b> PPR survey distributed to participants by April 13	
<b>April 20, M</b>	<b>No Meeting, Cabinet meets to discuss PPR recommendations</b>		
<b>April 27, M</b>	<b>Deadline, President's Memo to PPR and to the Campus Community</b>		
May 4, M	PPR Committee Meets to discuss survey results, recommendations, revisions to PPR web tool, Finalize Timeline for Next Year		