Planning and Program Review (PPR) 4-YR Plan Updates

Presented by OIERP

Agenda

- PPR Schedule & Deadline
- PPR Resources & Coaching Support
- Overview of PPR Plan Requirements
- Rubric Rating Updates
- Question 10 Update
- Dashboard Updates

What PPR update do I have scheduled?

Crafton Hills College
Four-Year Planning Schedule – Start Year 2025-2026

Requirements for Each Type of Plan

1. SLOs/SAOs **(Copy prior plan and submit)** – SLO/SAO plan types are labeled as two-year plans in the PPR tool. No specific responses are required though programs are allowed to revise any desired sections in the PPR tool. Programs need to continue assessing and reporting SLOs using the SLO Cloud or SAOs using the SAO Submission Form. The SAO Submission Form is designed for Administrative Services, Student Services, and specific Instructional Areas.
2. 2yr – (Two-Year Plan) **(Questions #4 and #10 need to be updated)** – Review and update the goals and objectives and the SLOs. Submit the finalized two-year plan by the due date in the spring term (see PPR Timeline for date). The PPRC will review each two-year plan and provide written feedback. Please include data for the most recent two academic years.
3. **4yr (PR)** – Four-Year Program Review – Complete all questions in preparing a four-year plan. Please include data for the most recent four academic years. **Please note**: You will not be able to copy over prior year goals, objectives, and resource requests for Question 10.

	2025 2026	2026 2027	2027 2028	2028 2029	2029 2030	2030 2031	2031 2032
Office of the President	0	1	0	0	0	1	0
Institutional Advancement	SAO	4yr	SAO	2yr	SAO	4yr	SAO
Administrative Services	0	1	0	2	0	1	0
Athletics/Aquatics Program	SAO	2yr	SAO	4yr	SAO	2yr	SAO
Facilities (Custodial, Maintenance, & Grounds)	SAO	2yr	SAO	4yr	SAO	2yr	SAO
Technology Services	SAO	4yr	SAO	2yr	SAO	4yr	SAO
Instruction							
Social, Information, and Natural Sciences	5	2	1	7	5	2	2
Biological Science and Physical Science							
Biological Sciences	SLO	2yr	SLO	4yr	SLO	2yr	SLO
Chemistry	SLO	4yr	SLO	2yr	SLO	4yr	SLO
Earth Science (Environmental Science, Geography, Geology, Oceanography)	SLO	2yr	SLO	4yr	SLO	2yr	SLO
Physics/Astronomy	4yr	SLO	2yr	SLO	4yr	SLO	2yr
College Honors Institute	SLO	4yr	SLO	2yr	SLO	4yr	SLO
Kinesiology/Health Education/Athletics	4yr	SLO	2yr	SLO	4yr	SLO	2yr
Mathematics	4yr	SLO	2yr	SLO	4yr	SLO	2yr
Social and Cultural Studies							
Ethnic Studies	4yr	SLO	2yr	SLO	4yr	SLO	2yr
Philosophy/Religious Studies	2yr	SLO	4yr	SLO	2yr	SLO	4yr
Sociology	SLO	2yr	SLO	4yr	SLO	2yr	SLO
Social Sciences							
Anthropology	SLO	2yr	SLO	4yr	SLO	2yr	SLO
History	SLO	2yr	SLO	4yr	SLO	2yr	SLO
Political Science	SLO	2yr	SLO	4yr	SLO	2yr	SLO
Psychology	4yr	SLO	2yr	SLO	4yr	SLO	2yr
STEM Program and Center	SAO	2yr	SAO	4yr	SAO	2yr	SAO
Career Education and Human Development	3	1	3	1	3	1	3

Approved by PPRC on May 5, 2025

A PPR schedule is provided on the PPR resource webpage.

In it you will find the scheduled update (4yr, 2yr, SLO/SAO) by academic year and academic program/service area. SLO updates can be done through the SLO Cloud.

Please note: You will not be able to copy over prior year goals, objectives, and resource requests for Question 10.

Deadline

4-Yr & 2-Yr PPR Plans are due October 31st.

Crafton Hills College Planning and Program Review Committee
2025-2026 Timeline and Meeting Schedule
Approved May 5, 2025

The **nineteen** units scheduled to complete a Program Review in 2025 – 2026 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 Friday, October 31, 2025.**

Office of the President	Administrative Services/Department	Instruction/Divisions and Department	Student Services/Division & Department
		Career Education & Human Development	**Student Services & Counseling**
		Allied Health/Respiratory Care, Radiologic Technology, Business/Accounting/Marketing, Emergency Medical Services	Counseling, Transfer Center
		Letters, Arts, and Instructional Support	**Student Services & Student Development**
		American Sign Language, Spanish, Speech Communication/Journalism, Music, Multimedia	Dual Enrollment, Student Life, Veterans Center
		Social, Information, & Natural Sciences	
		Physics/Astronomy, Mathematics, Kinesiology/Health Education/Athletics, Psychology, Ethnic Studies	

Deadline

4-Yr and 2-Yr PPR Plans are due October 31st.

Crafton Hills College Planning and Program Review Committee

2025-2026 Timeline and Meeting Schedule

Approved May 5, 2025

The **eleven** units scheduled to complete a two-year plan in 2025-2026 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, October 31, 2025.**

Office of the President	Administrative Services/Department	Instruction/Division and Department	Student Services/Division & Department
		Career Education & Human Development	**Student Services & Counseling**
		Economics, Child Development Center, Emergency Training Center, Fire Academy/Fire Technology, Paramedic	
		Letters, Arts, and Instructional Support	
		Foreign Language, English, Tutoring Center	**Student Services & Student Development**
		Social, Information, & Natural Sciences	Financial Aid, Health & Wellness Center
		Philosophy/Religious Studies	

PPR Resources

Program Review and Submission

- PPR resource page
- *PPR web tool*

Program Review Documents

- *handbook* and *schedule*

Dashboards

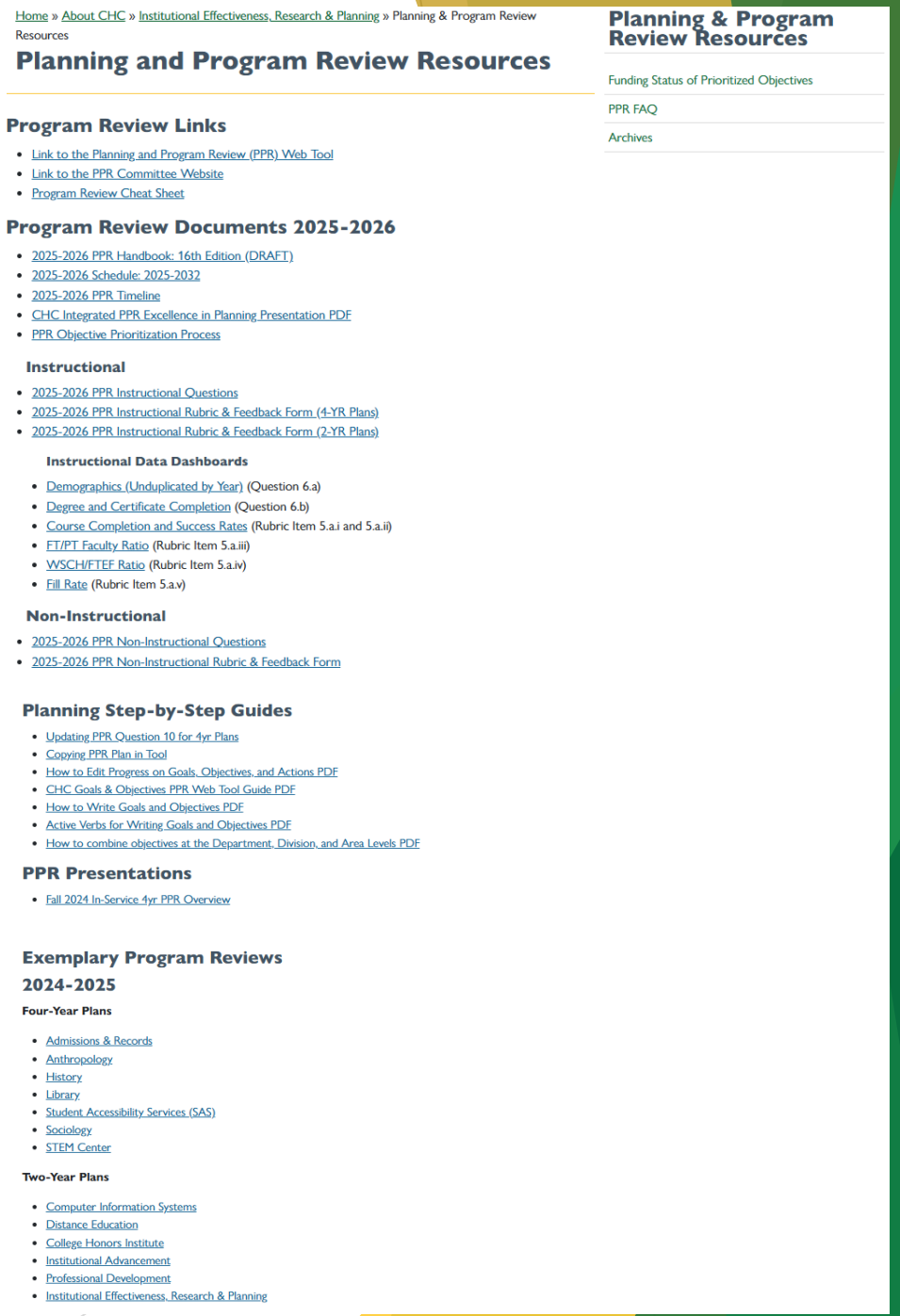
- *PPR Dashboards includes course completion and success rates,*
- *demographics, and other helpful resources*

Planning Step-by-Step Guides

- Updating PPR Question 10 for 4yr Plans
- *Copying PPR Plan in Tool*

- ***Exemplary Program Reviews***

- ***Need data**, submit a Research Request, also found on the OIERP Home Page*



Home » About CHC » Institutional Effectiveness, Research & Planning » Planning & Program Review Resources

Planning and Program Review Resources

Program Review Links

- Link to the Planning and Program Review (PPR) Web Tool
- Link to the PPR Committee Website
- Program Review Cheat Sheet

Program Review Documents 2025-2026

- 2025-2026 PPR Handbook: 16th Edition (DRAFT)
- 2025-2026 Schedule: 2025-2032
- 2025-2026 PPR Timeline
- CHC Integrated PPR Excellence in Planning Presentation PDF
- PPR Objective Prioritization Process

Instructional

- 2025-2026 PPR Instructional Questions
- 2025-2026 PPR Instructional Rubric & Feedback Form (4-YR Plans)
- 2025-2026 PPR Instructional Rubric & Feedback Form (2-YR Plans)

Instructional Data Dashboards

- Demographics (Unduplicated by Year) (Question 6.a)
- Degree and Certificate Completion (Question 6.b)
- Course Completion and Success Rates (Rubric Item 5.a.i and 5.a.ii)
- FT/PT Faculty Ratio (Rubric Item 5.a.iii)
- WSCH/FTEF Ratio (Rubric Item 5.a.iv)
- Fill Rate (Rubric Item 5.a.v)

Non-Instructional

- 2025-2026 PPR Non-Instructional Questions
- 2025-2026 PPR Non-Instructional Rubric & Feedback Form

Planning Step-by-Step Guides

- Updating PPR Question 10 for 4yr Plans
- Copying PPR Plan in Tool
- How to Edit Progress on Goals, Objectives, and Actions PDF
- CHC Goals & Objectives PPR Web Tool Guide PDF
- How to Write Goals and Objectives PDF
- Active Verbs for Writing Goals and Objectives PDF
- How to combine objectives at the Department, Division, and Area Levels PDF

PPR Presentations

- Fall 2024 In-Service 4yr PPR Overview

Exemplary Program Reviews

2024-2025

Four-Year Plans

- Admissions & Records
- Anthropology
- History
- Library
- Student Accessibility Services (SAS)
- Sociology
- STEM Center

Two-Year Plans

- Computer Information Systems
- Distance Education
- College Honors Institute
- Institutional Advancement
- Professional Development
- Institutional Effectiveness, Research & Planning

Planning & Program Review Resources

Funding Status of Prioritized Objectives

PPR FAQ

Archives

PPR Coaching

A PPR Coach is assigned to every program/service area that is scheduled to submit a four-year or two-year plan.

The role of coaches is multi-faceted:

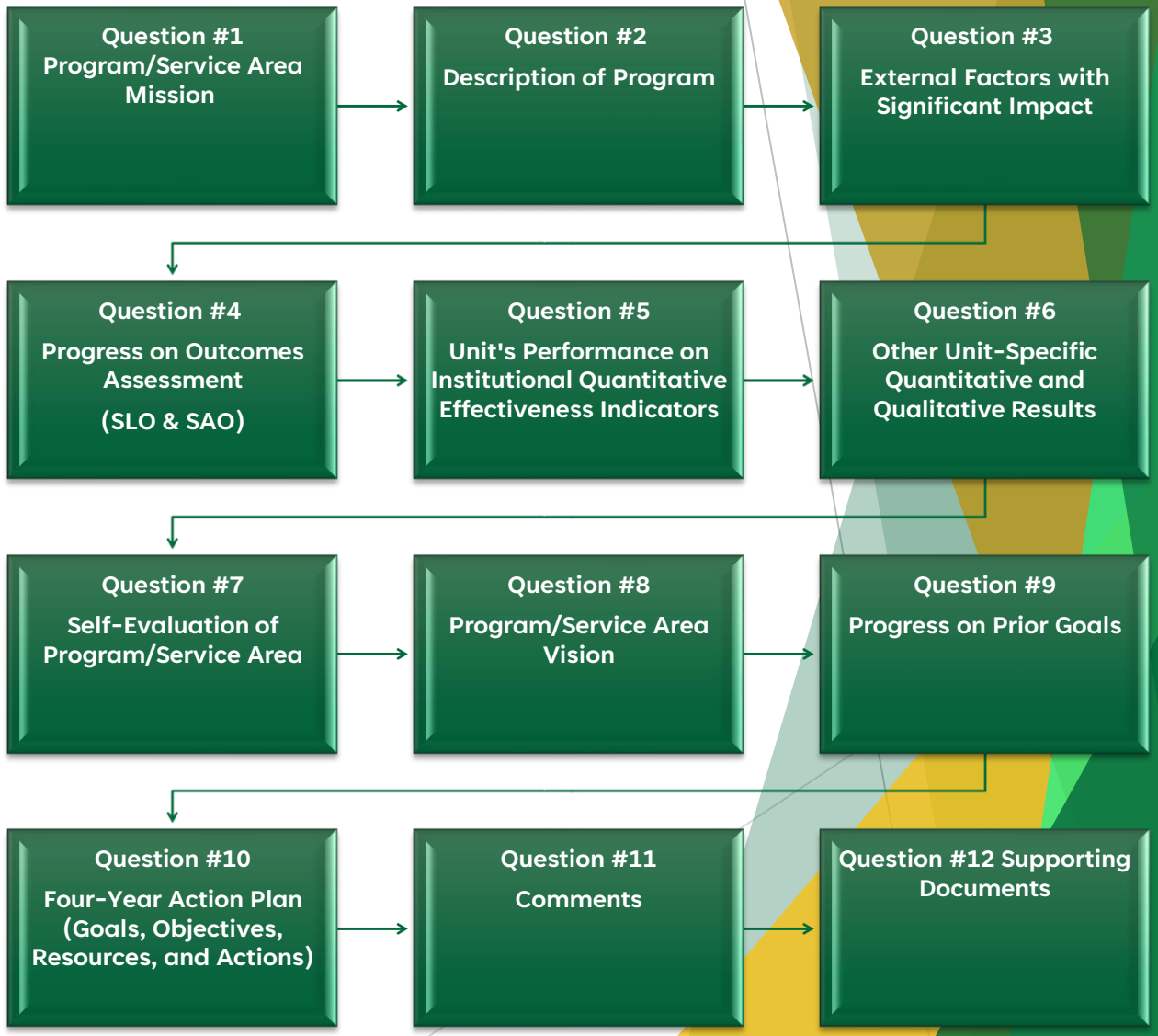
- They offer program writers with the support and resources needed for the development of a comprehensive plan at every step of the process.
- They serve as liaisons and advocates for program units during the entire review process.
- For more details, please see PPR handbook.

2025-2026 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	Speech Communication/Journalism	English
Meridyth McLaren	mmclaren@craftonhills.edu	Spanish	Child Development Center, Emergency Training Center
Caroline Aguirre	annaguirre@craftonhills.edu	Transfer Center	Tutoring Center
Cheryl DiBartolo	cdibartolo@craftonhills.edu	American Sign Language	Foreign Language
Diana Vaichis	dvaichis@craftonhills.edu	Mathematics, Emergency Medical Services, Kinesiology/Health Education/Athletics, Multimedia	Paramedic, Fire Academy/Fire Technology
Giovanni Sosa (Chair)	gsosa@craftonhills.edu	Physics/Astronomy, Music, Psychology, Business/Accounting/Marketing, Ethnic Studies	Economics
Delmy Spencer	dspencer@craftonhills.edu	Student Life	Financial Aid
Keith Wurtz	kwurtz@craftonhills.edu	Allied Health/Respiratory Care, Radiologic Technology	Philosophy/Religious Studies
Ruby Zuniga	rzuniga@craftonhills.edu	Counseling, Dual Enrollment, Veterans Center	Health & Wellness

What does the PPR plan require?

The two most critical sections in a PPR plan are in relation to outcomes assessment and setting goals and objectives.

NOTE: 4 YR PPR Plans are tasked with updating all questions.



Rubric Rating

Instructional Rubric

Question # / Variable	Rating	Score	Comments
6.a and 6.c Program Student Demographics	3 = The program has analyzed its program student demographics in relation to the college demographics. The program has identified any discrepancies and developed a plan that is included in the action plan (i.e. Q10) to address discrepancies. If no discrepancies are present, then the program offered strategies that it will continue to employ to maintain equity in the program. Q10 was also used to highlight these strategies and/or offer resource requests in support of these efforts. 2 = The program has analyzed its program student demographics in relation to the college demographics but has not identified existing discrepancies, developed a plan to address the discrepancies, or discussed how it intends to maintain equity in the program. 1 = The unit has not analyzed its program student demographics in relation to the college demographics.		

Non-Instructional Rubric

Question # / Variable	Rating	Score	Comments
6.a and 6.c Program Student Demographics (**Student Services Only**)	3 = The program has analyzed its program student demographics in relation to the college demographics. The program has identified any discrepancies, and developed a plan that is included in the action plan (i.e. Q10) to address discrepancies. If no discrepancies are present, then the program offered strategies that it will continue to employ to maintain equity in the program. Q10 was also used to highlight these strategies and/or offer resource requests in support of these efforts. 2 =. The program has analyzed its program student demographics in relation to the college demographics but has not identified existing discrepancies, developed a plan to address the discrepancies, or discussed how it intends to maintain equity in the program. 1 = The unit has not analyzed its program student demographics in relation to the college demographics. 0 = No response offered.		

Question 10 Update

Four-Year Action Plan (Goals, Objectives, Resources, and Actions)

Plans for Earth Science (Geology / Geography / Oceanography) >> 2024-2025 Earth Science (Geology / Geography / Oceanography) CHC Instructional Program Review 2024-2025 >> Goals/Objectives/Resource Requests/Actions/Activities

- Add Goal
- Return to Editing this Plan

10. Four-Year Action Plan (Goals, Objectives, Resources, and Actions)

NOTE: Beginning in Fall 2024, prior-year goals, objectives, and resource requests will not be copied over to the current-year plan. Writers are required to manually enter goals, objectives, and any applicable resource requests.

Rubric Item: Reflect on your responses to all the previous questions. Complete the Four-Year Action Plan, entering the specific program goals (goal rubric) and objectives (objective rubric) you have formulated to maintain or enhance your strengths, or to address identified weaknesses. **In writing your objectives and developing your resource requests, take into account student learning and program assessment results**. Assign an overall priority to each goal and each objective. In addition, enter any actions and/or resources required to achieve each objective. (Click here to see a definition of goals, objectives, actions, and how they work together.)

Plans for Earth Science (Geology / Geography / Oceanography) >> 2024-2025 Earth Science (Geology / Geography / Oceanography) CHC Instructional Program Review 2024-2025 >> Goals/Objectives/Actions/Activities

New Goal

* Goal : 1. Increase Student Enrollment

* Priority

1. Increase Student Enrollment
2. Engage in Practices that Prioritize and Promote Inclusivity, Equity, Anti-Racism, and Human Sustainability
3. Increase Student Success and Equity
4. Develop a Campus Culture that Engages Students, Employees, and the Broader Community
5. Foster and Support Inquiry, Accountability, and Campus Sustainability

None

Save

Cancel

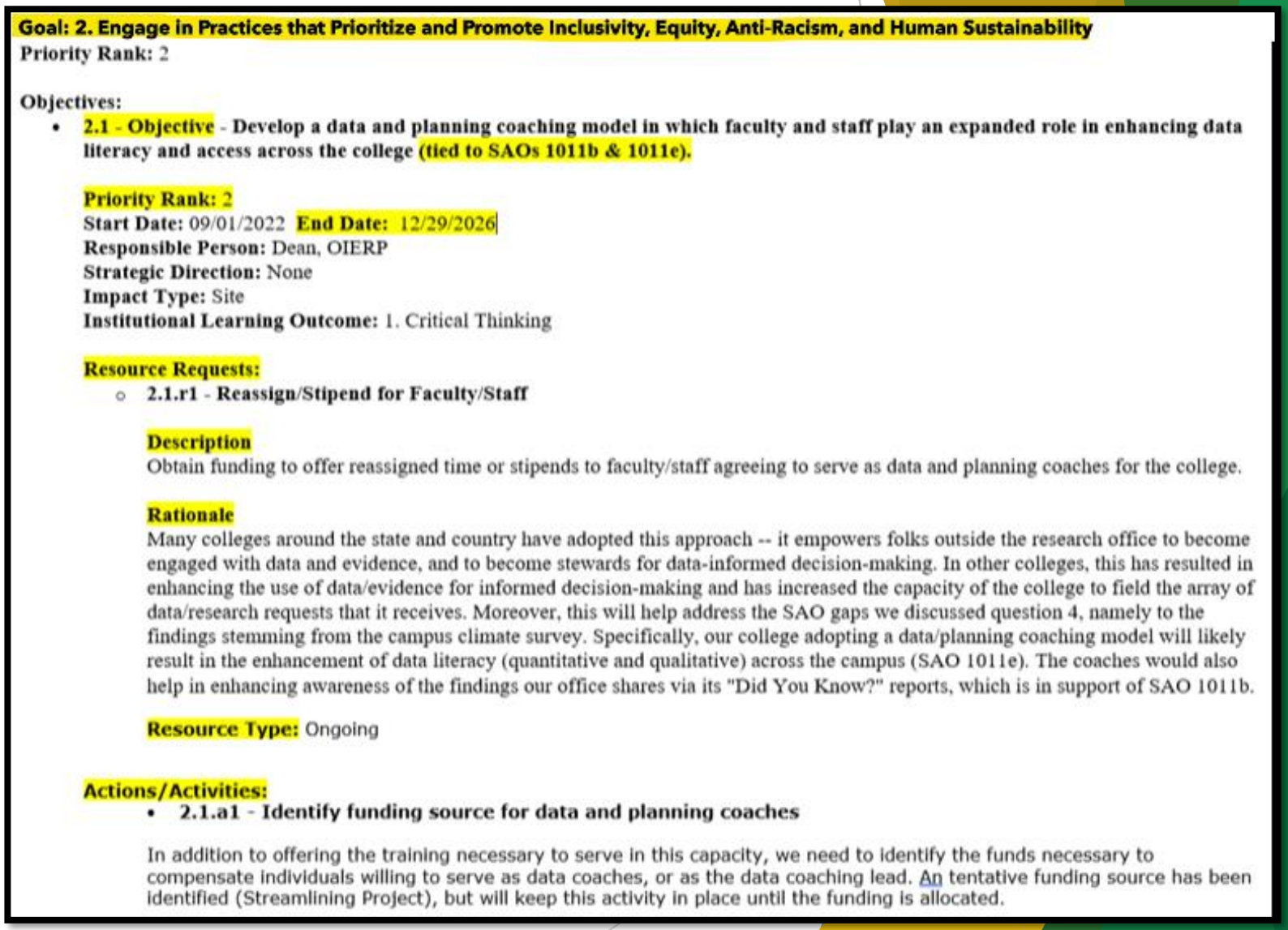
Note: For the step-by-step instructions to update Question 10 (Goals, Objectives, Resources, and Actions), please refer to the Updating PPR Question 10 PDF.

Four-Year Action Plan (Goals, Objectives, Resources, and Actions)

Question #10 of the PPR plan focuses on the four-year action plan.

Updates include:

- Goals and objectives revisions
- Priority Ranking
- End date
- Resource request description, rationale revisions
- Resource Type
- Actions/Activities revisions



Goal: 2. Engage in Practices that Prioritize and Promote Inclusivity, Equity, Anti-Racism, and Human Sustainability
Priority Rank: 2

Objectives:

- **2.1 - Objective - Develop a data and planning coaching model in which faculty and staff play an expanded role in enhancing data literacy and access across the college (tied to SAOs 1011b & 1011e).**

Priority Rank: 2
Start Date: 09/01/2022 **End Date:** 12/29/2026
Responsible Person: Dean, OIERP
Strategic Direction: None
Impact Type: Site
Institutional Learning Outcome: 1. Critical Thinking

Resource Requests:

- **2.1.r1 - Reassign/Stipend for Faculty/Staff**

Description
Obtain funding to offer reassigned time or stipends to faculty/staff agreeing to serve as data and planning coaches for the college.

Rationale
Many colleges around the state and country have adopted this approach -- it empowers folks outside the research office to become engaged with data and evidence, and to become stewards for data-informed decision-making. In other colleges, this has resulted in enhancing the use of data/evidence for informed decision-making and has increased the capacity of the college to field the array of data/research requests that it receives. Moreover, this will help address the SAO gaps we discussed question 4, namely to the findings stemming from the campus climate survey. Specifically, our college adopting a data/planning coaching model will likely result in the enhancement of data literacy (quantitative and qualitative) across the campus (SAO 1011e). The coaches would also help in enhancing awareness of the findings our office shares via its "Did You Know?" reports, which is in support of SAO 1011b.

Resource Type: Ongoing

Actions/Activities:

- **2.1.a1 - Identify funding source for data and planning coaches**

In addition to offering the training necessary to serve in this capacity, we need to identify the funds necessary to compensate individuals willing to serve as data coaches, or as the data coaching lead. An tentative funding source has been identified (Streamlining Project), but will keep this activity in place until the funding is allocated.

Instructional & Non-Instructional Rubric

Question # / Variable	Rating
10. Goals	3 = Unit has identified goals that are clearly related to the results of its self-evaluation, reflect the big picture, and are ambitious but attainable. Each goal's scope is such that its achievement would represent significant progress. 2 = Unit has identified goals that are somewhat related to the results of its self-evaluation, only moderately reflect the big picture, and/or are either not ambitious enough or not attainable. Each goal's scope is such that its achievement would represent moderate progress. 1 = Unit has not identified goals, and/or goals are unrelated to the results of its self-evaluation, fail to reflect the big picture, and/or are trivial. Each goal is of such limited scope that its achievement represents insignificant progress. 0 = No response offered.
10. Objectives	3 = Unit has identified objectives that are clearly related to the results of its self-evaluation, concrete, specific, measurable, and reasonable with respect to scope and timeline. If an objective includes resources, the rationale shows that they are necessary to achievement of the objective. 2 = Unit has identified objectives that are somewhat related to the results of its self-evaluation, only partially concrete, specific, measurable, and reasonable with respect to scope and timeline. If an objective includes resources, the rationale shows that they are somewhat related to achievement of the objective. 1 = Unit has not identified objectives, and/or objectives are unrelated to the results of its self-evaluation, or objectives meet few or none of the characteristics specified in ratings 2 and 3. 0 = No response offered.

The SLO Dashboard

Instructional Rubric (Question 4)

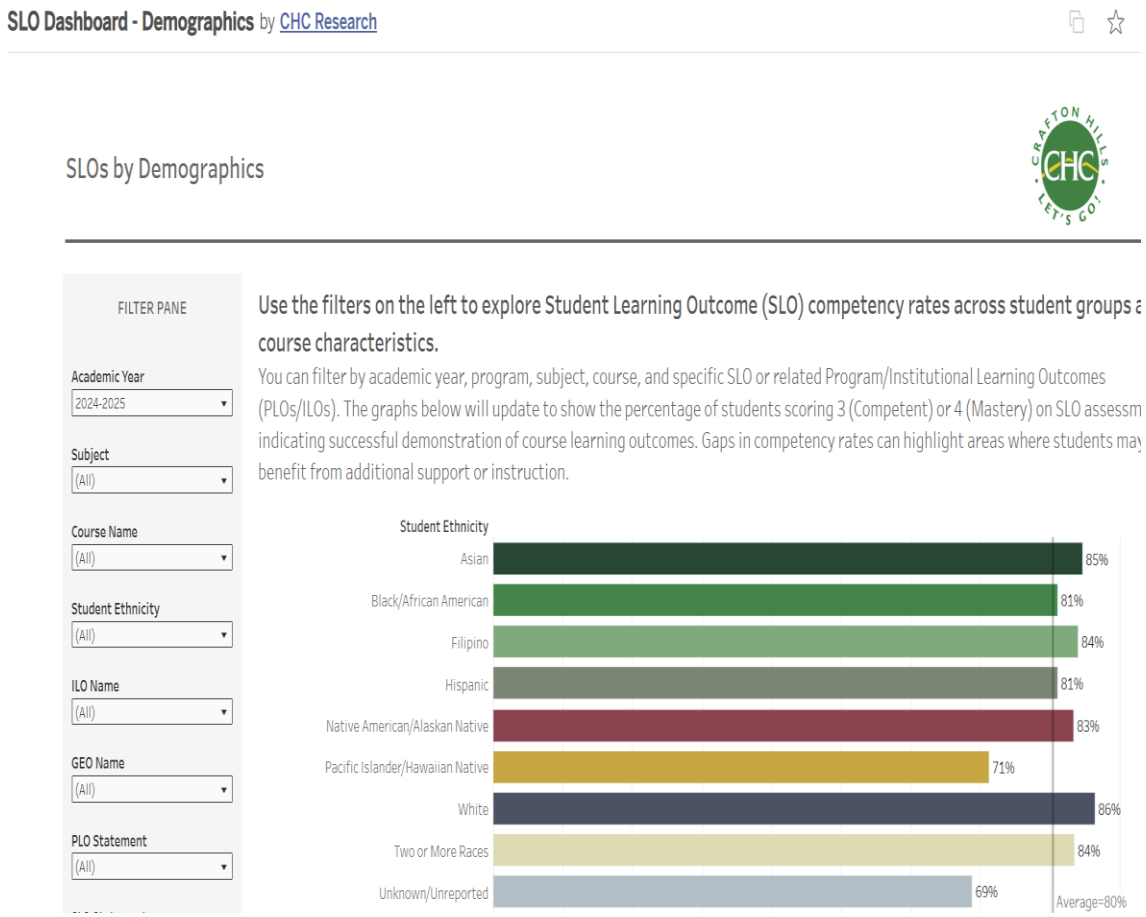
4-YR

4. Program Learning Outcomes (PLOs)	3 = PLOs have been defined, assessed with an emphasis on disproportionate impact by gender, age, or ethnicity (if the data is available), evaluated in reference to a target, have been used to inform instruction (i.e.: action plan in Q10), and have been posted in the catalog for each degree and certificate. 2 = PLO cycle is only partially complete, the outcomes process has not been used to inform instruction, or the PLOs have not been posted in the catalog for each degree and certificate. 1 = PLOs have not been developed, assessed, used to inform instruction, and have not been posted in the catalog for each degree and certificate. 0 = No response offered.

2-YR

4. Student Learning Outcomes (SLOs)	3 = SLOs have been defined, assessed with an emphasis on disproportionate impact by gender, age, or ethnicity (if the data is available), evaluated in reference to a target, have been used to inform instruction (i.e.: action plan in Q10), and have been posted in the catalog for each degree and certificate. 2 = SLO cycle is only partially complete, the outcomes process has not been used to inform instruction, or the SLOs have not been posted in the catalog for each degree and certificate. 1 = SLOs have not been developed, assessed, used to inform instruction, and have not been posted in the catalog for each degree and certificate. 0 = No response offered.

Analyzing Student Learning Using the SLO Dashboard



The SLO Cloud Dashboard is available via the OIERP Page.

1. Identify your subject and/or course

2. Examine SLO data by ethnicity, gender, age group

3. Can also examine data by Outcome (SLO) Statement, ILO, and GEO

Completion & Success Dashboard Updates

Completion & Success Dashboard

- Enhancements include
  - Inclusion of student programs (e.g., EOPS, SAS)
  - Academic probation data
  - Disaggregated ethnicity
  - Disproportionate impact calculations

Completion and Success Rates Dashboard link:
https://www.craftonhills.edu/about-chc/research-and-planning/dashboards-links/completion-and-success-rates.php

Q/A

Thank you for attending!

Please take a moment to fill out today's workshop evaluation.

https://rebrand.ly/FA25_Flex/In-Service-Survey

Any questions or suggestions?

Please contact us

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