

Crafton Hills College

Date: September 17, 2018

Time: 3:00 PM – 4:45 PM

Location: LRC-110

PPR Minutes

Committee Members	P		P		P
Co-Chair: Keith Wurtz	Y	Karen Peterson	Y	Mike Strong	Y
Co-Chair: Patricia Menchaca		Artour Aslanian (Guest)		Giovanni Sosa	N
Tom Bryant	Y	Meridyth McLaren			

Committee Charge

The charge of the Planning and Program Review (PPR) Committee is to advance continual, sustainable quality improvement at all levels of the institution. Toward that end, the committee conducts a thorough and comprehensive review of each unit at the college on a cyclical basis and oversees the annual college-wide planning process. The results of planning and program review inform the integrated planning and resource allocation process at the college, and are aligned with the district strategic planning process. The committee relies on quantitative and qualitative evidence to evaluate programs, develop recommendations to the President, and determine and implement improvements to the PPR process.

TOPIC	DISCUSSION	FURTHER ACTION
1.0 Effective, Efficient and Transparent Processes		
The College operates through effective processes and structures. All planning processes and decision-making are transparent, evidence-based, efficient, clearly defined...		
<ul style="list-style-type: none"> Review the minutes from May 14, 2018 (5 minutes) 	The May 14, 2018 minutes were approved as written.	
<ul style="list-style-type: none"> Review and agree on Committee Norms (10 minutes) 	The PPRC reviewed the committee norms and they were approved as written.	
<ul style="list-style-type: none"> Review the PPRC Committee Charge and Membership (10 minutes) 	The PPRC reviewed the charge and membership and no revisions were identified.	
<ul style="list-style-type: none"> Review the results from the Spring 2018 Committee Self-Evaluation Survey (10 minutes) 	Postponed until the next PPRC. The evaluation was not available for review.	
<ul style="list-style-type: none"> Review the PPRC timeline, schedule, and set 2018-2019 objectives for the year (20 minutes) 	The timeline and schedule were reviewed. The following objectives were discussed for the 2018-2019 year: reviewing the resource allocation process for program review, exploring the categorization of the resources, and examine the process for reviewing two-year plans.	Next meeting will review how PPRC prioritized. Review the annual plans that PPRC reviewed in Spring. What did PPRC review and what feedback was provided for two-year plans?
<ul style="list-style-type: none"> Do the collective perspective taking listening activity with 3-minute time limit on "From your perspective, what changes need to be made to improve program review." (30 minutes) – Note to Keith – Ruby needs to take good notes here. 	Keith reviewed the collective perspective taking listening activity and PPRC decided that we probably do not need to do it at this point, but we may employ strategy at a later time.	Mike will review resource categories at the next budget meeting and get the Budget Committee's feedback.
<ul style="list-style-type: none"> Review definition of a program and provide feedback (15 minutes) 	We already reviewed and do not need to review again.	
<ul style="list-style-type: none"> Requested change for Career Center. On non-service on November 19. Is requesting December 3 or January 19 (5 minutes) 	Committee is fine with either December 3 or January 19.	Keith will inform Career Center that their meeting with the PPRC to review their program review will occur on December 3, 2018.
<ul style="list-style-type: none"> Next meeting is September 24th, 2018 in LRC-110 (5 minutes) 		

2.0 Inclusiveness

The College and its structures and processes are characterized by inclusiveness, openness to input, and respect...

<ul style="list-style-type: none">• Other Items	<ul style="list-style-type: none">• Review the alignment of ACCJC standards with the rubric questions in the program review• Discuss feedback on the scheduling matrix from Faculty Chairs and adding morning and evening to the matrix to help inform student planning• Discuss process for adding programs to PPR – What is a program?• Adding a flag in program review that identifies district request• Full timers from instruction-programs disadvantaged?• Alternative data measures• Discuss word count• Explore different web tools for program review• Discuss adding frequently made mistakes	
<p>Mission Statement The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.</p>	<p>Vision Statement Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.</p>	<p>Institutional Values Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>