

# Crafton Hills College

Date: September 24, 2018

Time: 3:00 PM – 4:45 PM

Location: LRC-110

## PPR Minutes

<b>Committee Members</b>	P		P		P
Co-Chair: Keith Wurtz	P	Karen Peterson	A	Mike Strong	P
Co-Chair: Patricia Menchaca	P	Artour Aslanian-Guest	P	Giovanni Sosa	A
Tom Bryant	P	Meridyth McLaren	P	<b>Brandice Mello</b>	P

### 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
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### 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"> <li>Review the minutes from September 17, 2018 (5 minutes)</li> </ul>	The September 17, 2018 minutes are approved as written.	
<ul style="list-style-type: none"> <li>Committee Membership</li> </ul>	Brandice Mello is the Classified Senate representative and Artour Aslanian is a guest.	
<ul style="list-style-type: none"> <li>Review the results from the Spring 2018 Committee Self-Evaluation Survey (10 minutes)</li> </ul>	The committee reviewed and discussed the Spring 2018 self-evaluation.	The committee will continue to work on the prioritization of processes and objectives.
<ul style="list-style-type: none"> <li>Discuss adding a requirement that program level outcomes are in the catalogue as part of the rubric for program level outcomes – <a href="#">refer to page 18 of ACCJC Standards</a> (20 minutes)</li> </ul>	The committee will continue to discuss at the next meeting.	
<ul style="list-style-type: none"> <li>Review the annual plans that the PPRC reviewed in 2017-2018: English and Physics (20 minutes)</li> </ul>	Document that randomly chose programs for review and focused on where scored lower in prior plan and improvements that could help with plan.	Keith will send out to programs.
<ul style="list-style-type: none"> <li>Review how the PPRC prioritized objectives in 2017-2018 (10 minutes)</li> </ul>		
<ul style="list-style-type: none"> <li>Discuss the feedback from the Budget Committee on categorizing budget categories (20 minutes)</li> </ul>	<p>The committee discussed processes to look at in PPR: fill rate vs. WSCH/FTEF or FTES/FTEF Can we look at prioritize? Instruction has 800 and President has 20. Figure out percentages based on where money keeps money.</p> <p>When there is separate categories it is easier to explain and understand how it was funded. The way to do this is to have priorities done, and then categorized. If PPRC categorizes then can correct categories.</p>	<p>Draft rubric around WSCH/FTEF to replace fill rate. Explore room efficiency as well. Room to course cap rate.</p> <p>Keith will contact Kay Weiss to come to PPRC meeting.</p> <p>Mike will contact Scott Stark to come to PPRC.</p>

<ul style="list-style-type: none"> <li>Next meeting is October 1<sup>st</sup>, 2018 in LRC-110 (5 minutes)</li> </ul>		<p>The 10/1/18 meeting may be cancelled should Dr. Weiss and Mr. Stark be unavailable.</p>
<p><b>2.0 Inclusiveness</b> The College and its structures and processes are characterized by inclusiveness, openness to input, and respect...</p>		
<ul style="list-style-type: none"> <li>Other Items</li> </ul>	<ul style="list-style-type: none"> <li>Review the alignment of ACCJC standards with the rubric questions in the program review</li> <li>Discuss feedback on the scheduling matrix from Faculty Chairs and adding morning and evening to the matrix to help inform student planning</li> <li>Discuss process for adding programs to PPR – What is a program?</li> <li>Adding a flag in program review that identifies district request</li> <li>Full timers from instruction- programs disadvantaged?</li> <li>Alternative data measures</li> <li>Discuss word count</li> <li>Explore different web tools for program review</li> <li>Discuss adding frequently made mistakes</li> </ul>	
<p><b>Mission Statement</b> 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><b>Vision Statement</b> 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><b>Institutional Values</b> Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>