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| Crafton Hills College Planning and Program Review Committee | | Date: May 2, 2016 Time: 3:30-5:00pm Location: CCR 233 | |
| Minutes | | | |

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| Committee Members | P | | P | | P |
| Co-Chair: Rebecca Warren-Marlatt | X | Denise Allen-Hoyt | X | Bryan Reece | |
| Co-Chair: Patricia Menchaca | X | Tom Bryant | X | (Student Rep, Vacant) | |
| Ben Gamboa | X | Meridyth McLaren | X | Gio Sosa | X |
| | | | | Dianne Purves | X |

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. | | |
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| Review the minutes of April 22, 2016 | Approved as written. | |
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| Review Draft Letter from Committee to the President | Committee members reviewed the letter and made the following recommendations: <ul style="list-style-type: none"> Remove beginning headline & incorporate it in the contents. Remove label and imbed in contents in bold print. Keep the logo on the pages and fix the font size and spacing. | Rebecca will make the changes prior to sending it to President Marshall. |
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| Parking Lot Issues #1 Equity and program review: Should we ask programs to disaggregate data and explain disproportionate impact? Should this be a rubric item? #2 People miss the mark on alignment of their unit mission with the college mission. | <ul style="list-style-type: none"> Appears In Review-Question #5. Agree to add as an e.g., under Item #4. Visit topic at Academic Senate. Question #B needs to be changed. The 2nd Mission & Vision statements should be the link, and ask click on link. Add #1B Mission Statement & #2B Mission Statement and then the department will be able to answer the statement. | Rebecca will send out a piece to member to review so that Denise can take to the Academic Senate. |
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| <p>#3 Does the committee have a role in encouraging programs to “dream bigger”?</p> <p>#4 Were there redundant questions?</p> <p>What questions required clarification, based on the responses elicited?</p> <p>Other Parking Lot Issues:</p> <ul style="list-style-type: none"> • Defining what is a program. • Senates • Left Lane • Equity • Office of the President-add Distance Education | <ul style="list-style-type: none"> • Have Training during College Hour. • State your Mission and Vision and how it aligns with the College’s Mission/Vision. • Add a link for narrative with bigger dreams. • Yes, we address one with the mission statement. • Renaming #3 Progress of SLO’s-change to SLO’s and/or SAO’s. | |
| Committee Self-Evaluation | Surveys were distributed, completed by committee members, and returned to Gio Sosa. | |
| Participant Evaluation | Remove #7 regarding feedback. | |
| Review of next year’s calendar: Communication to the field | Insert a bubble in next year’s agenda- moved a few programs to next year (due to the office moves.) | |
| Charge and Membership: Should we include elements of Standard I in our charge? | Tabled to next meeting. Rebecca had discussion in IEAOC to pushing Standard I to the committee. | |
| 2.0 Inclusiveness | | |
| The College and its structures and processes are characterized by inclusiveness, openness to input, and respect... | | |
| Adjournment | 4:30p.m. | |
| <p>Missions Statement</p> <p>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</p> <p>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</p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p> |