

Crafton Hills College
 Planning and Program Review
 Minutes

August 30, 2010

Members:	A	P
Denise Hoyt		x
Matthew Lee		x
Cheryl Marshall		x
Jessica McCambly		x
Ralph Rabago		x
Michelle Riggs		x
Michael Strong		x
Rebecca warren-Marlatt		x
Gary Williams		x
Sherri Wilson		x
Keith Wurtz		x
Laura Record (Recorder)		

TOPIC	DISCUSSION	FURTHER ACTION
Review and Approval of August 23, 2010 Minutes	Correction of typo on #IV. Minutes approved as amended.	Rebecca/Michelle to make correction and post on Blackboard.
Discussion, Accreditation Follow-up Report, Recommendation 1	<p>Clarification is needed to determine if Michelle Riggs serves as both Classified Rep and CSEA Rep?</p> <p>Page 11: A similar rubric, used for annual planning, didn't have last year, should it be kept "as is"?</p> <p>Page 13: Fostering growth in the Fine Arts cluster; should others be added?</p> <p>Page 14: Third paragraph, second to last line, change to all faculty and managers. Keith Wurtz informed the committee that the Handbook has been posted.</p>	<p>Rebecca will contact Colleen Gamboa to inquire.</p> <p>Language needs to change based on what the committee decides to do with the document rubric.</p> <p>Committee agreed to add "among others."</p> <p>Additional comments should be sent to Cheryl Marshall tomorrow (Tuesday).</p>
Discussion and Decision, Planning Process	Denise handed out the newly revised Annual Plan Review Process (Option #3- Unit Centric) and reported the Academic Senate approved. The process includes an increased level of dialogue within units and between units	

	<p>and managers. Feedback is formalized in the Unit Summary Report. The other two planning options will be reviewed at the next Senate meeting. Senate approval should be indicated in the text of the handbook or in the email memo to units.</p> <ol style="list-style-type: none"> 1) The committee discussed whether the committee should review all plans or only those of programs that had weaknesses in the PR process. 2) Also under discussion was the extent to which planning was a collaborative process. Cheryl Marshall stated that the process was better in some areas than in others. 3) Planning was discussed as an accountability tool. 	
Review Revised Timeline, August 2010-January 2011; Discuss and Recommend Timeline for Planning and Remaining PPR tasks	Feedback from the Senate will be elicited before revising the timeline and the handbook. The Senate appears to be more supportive of the PPR process now that Keith has been hired and is providing appropriate data.	
Status, Training Plans	Keith Wurtz will provide training in goal-setting with discipline heads instead of chairs, possibly at college hour.	Denise will send out an email to discipline heads for training.
Other Business	None	
Adjournment	Meeting adjourned at 4:45p.m.	
<p>Mission Statement</p> <p>The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.</p>	<p>Vision Statement</p> <p>The vision of Crafton Hills College is to be the premier community college for public safety and health services careers and transfer preparation.</p>	<p>Institutional Values</p> <p>Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.</p>