

Crafton Hills College

Planning and Program Review Minutes

Date: September 27, 2010

Members: (those present are indicated in boldface type)

Denise Hoyt
Matthew Lee
Cheryl Marshall
Jessica McCambly
Ralph Rabago
Michelle Riggs

Michael Strong
Rebecca Warren-Marlatt
Gary Williams
Sherri Wilson
Keith Wurtz
 Laura Record (Recorder)

TOPIC	DISCUSSION	FURTHER ACTION
<p>Review and approval of 9/13 and 9/20 minutes</p>	<p>The meeting convened half an hour late, as RWM had sent the Outlook reminder with a time of 3:30 rather than 3:00.</p> <p>The minutes of the September 13 meeting were approved with several amendments.</p> <p>The minutes of the September 20 meeting were approved as written.</p>	<p>The committee provided clarification of several items in the September 13 minutes:</p> <p>A link to the online Planning tool will be provided in Blackboard.</p> <p>The Handbook will indicate that the committee will examine the plans of distressed programs in the spring to identify any corrective action taken, will provide feedback to those programs, and will include updates on those programs in the committee's report to the President.</p> <p>In addition, the committee agreed that the committee will request that a unit redo a PPR based on the <i>quality of the PPR document</i>—not the health of the program. Language to that effect will be added to the <i>Handbook</i>.</p>

<p>Discussion: How did the meeting with Program Review participants go? Recommended changes? Lessons learned?</p>	<p>It was agreed that the 3:00 p.m. time set aside on September 20 to meet with PPR participants may not have been convenient. Discussion centered on how to best support participants without making them feel uncomfortable. It was agreed that committee members would directly invite participants to the next training meeting, and that an email from the P&PRC co-chairs would include a request for rsvp.</p>	<p>A list of unit leaders, their departments, and their PPR committee contacts is provided below:</p> <ol style="list-style-type: none"> 1. JoAnn Jones, Child Dev/Denise Hoyt and Ralph Rabago (at chair's committee) 2. Cammy Purper, Child Care Center/Cheryl Marshall 3. Judy Giacona, Health & Wellness/Gary Williams 4. Brad Franklin, Allied Health/Denise Hoyt 5. Kathy Crow & Daniel Word, Paramedics/Rebeccah 6. Jim Holbrook and Kathy Crow, Public Safety/Rebeccah 7. Chris Biffle, PARS/Sherri Wilson 8. Brad Franklin, Radiologic Tech/ Ralph & Denise 9. Dan Sullivan, Fire Academy/Rebeccah 10. Gary Reese, EMT/ Keith 11. Terry Koeper, Fire Tech/Cheryl 12. Rebecca Orta & Kirsten Colvey, Student Success/Sherri Wilson 13. Debbie Bogh, Counseling/ Cheryl Marshall <p>Contacts were not assigned for CIS, Business, and ORP, as the unit leaders are PPR Committee members.</p>
<p>Reports, Other Trainings</p>	<p>Keith reported that a total of 16 people participated in the two Wednesday college-hour trainings on goal setting and in the Friday Classified Professional Development training on Program Review. Questions ranged from the purpose of PPR to process questions.</p>	
<p>Online PPR Tool Training, All</p>	<p>There was discussion about some problems uncovered in the PPR tool, including:</p> <ul style="list-style-type: none"> • The tab key moves the cursor to the next window instead of behaving like a proper tab key. This is a problem in designing spacing and formatting. • There does not appear to be an automatic save function. 	<p>Matthew will present the issues to Jason Brady about web tool improvements.</p>
<p>Adjournment</p>	<p>4:30 for the business meeting. Some members stayed until 5:00 p.m. to review the online tools.</p>	
<p>Mission Statement The mission of Crafton hills College is to advance the education and success of students in a quality learning environment.</p>	<p>Vision Statement 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 Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.</p>