

# Crafton Hills College

## Planning and Program Review Minutes

Date: October 10, 2011

**Members:**

Denise Allen  
 Cheryl Marshall  
 Jessica McCambley  
 Manning, Lucas  
 Michelle Riggs  
 Michael Strong  
 Rebecca Warren-Marlatt  
 Gary Williams  
 Sherri Wilson  
 Keith Wurtz  
 Margaret Yau

Laura Record (Recorder)

TOPIC	DISCUSSION	FURTHER ACTION
Review of September 26 and October 3 minutes		October 3 minutes were approved as amended
Discussion, Unit members' access to PPR editing and online tools	The group discussed rights to editing. In its early form the list of document creators included department chairs only, and other faculty were identified for editing rights. Rebecca sent the current chairs list to Jason to ensure all those responsible for writing plans have rights to the online tool. Keith agreed to provide a list of full-time faculty in each of the disciplines to ensure full participation in editing and input. With regard to adjunct faculty participation, the committee decided to defer to Chairs, who can make their decisions on a case-by-case basis.	
Open Lab – LADM 220, 3PM – 5PM	Larry Cook attended. Denise Allen assisted him with the use of spellcheck in the online tool. He was interested in placing the material on his attachments (e.g. graphics) in the text.	Denise to research how to embed attachment material within the text.
Other business	There was discussion about whether the Copy Center and Technology should submit separate Program Reviews. Rebecca talked with Wayne, who indicated he preferred to include both in the same document. Rebecca encouraged Wayne to talk with Gloria.	

Adjournment	4:30 p.m.	
<b>Mission Statement</b> The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.	<b>Vision statement</b> The vision of Crafton Hills College is to be the premier community college for public safety and health services careers and transfer preparation.	<b>Institutional Values</b> Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.