

Crafton Hills College

PPR Minutes

Date: September 8, 2014

Time: 3:00 PM – 4:45 PM

Location: LRC-135

Committee Members	P		P		P
Co-Chair: Keith Wurtz	Y	Ben Gamboa	Y	Brian Reece	N
Co-Chair: Jessica McCambly	Y	Meridyth McLaren	Y	Rebecca Warren-Marlatt	Y
Daniel Bahner	Y	Robert Brown	Y	Gary Williams	N
Adam Downer	Y	Floyd Simpson			

Committee Charge

The charge of the PPRC 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 PPR 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"> Review PPRC Charge and Membership (10 minutes) 	<p>Introductions with the new student. Reviewed the charge and made one minor change to the charge.</p>	<p>Keith will request access for the Student Senate representative, Adam Downer, to the program review web tool.</p> <p>Keith will send the change to the charge to Rebecca so that she can update the Organizational Handbook. Keith will also change the charge on the PPR Web Site.</p>
<ul style="list-style-type: none"> Review the PPRC Handbook (20 minutes) 	<p>Keith reviewed the PPR handbook.</p>	
<ul style="list-style-type: none"> Review PPR Web Tool and Dashboards 	<p>Keith reviewed the PPR the dashboards and the new BORG Data Cubes.</p>	<p>Keith will review the progress on the changes to the PPR Web Tool at the next committee meeting.</p>
<ul style="list-style-type: none"> Review the Timeline, Schedule, select committee contacts, and review workshop times (40 minutes) 	<p>Keith reviewed the timeline and the schedule for the year. The committee agreed to hold the first workshop on September 15 instead of September 10. As a result, the focus of the workshops shifted to where questions 1 and 2 for program review were emphasized on the workshop starting on September 15 instead of September 10.</p> <p>The committee also reviewed the committee contacts and made the following changes: Daniel Bahner will be the committee contact for Facilities, June Yamamoto will be the committee contact for Fire and Paramedics, and Brad Franklin was removed as a committee contact.</p> <p>The committee also discussed the membership and the importance of finding faculty from the occupational programs. Bryan also discussed appointing the</p>	<p>Jessica will work on finding two faculty to agree to serve on the committee with a focus on finding occupational faculty.</p> <p>Bryan will explore appointing June Yamamoto to the Committee.</p> <p>Keith will make changes to the timeline and post a new timeline on the website.</p>

	occupational instructional Dean in his place.	
<ul style="list-style-type: none"> Review the suggested changes to the PPR Web Tool and the progress made on those changes 	Will be reviewed at the next PPRC meeting.	Keith will place this item on the agenda for the next meeting.
<ul style="list-style-type: none"> Review PPR Meeting time during Accreditation Site Visit on September 29, 2014 (May need to meet with site visitation team.) 	Keith, Rebeccah, and Bryan discussed the possibility of the site visit team wanting to meet with the committee.	
<ul style="list-style-type: none"> Review Standard IA and IB questions for PPR Committee from mock site visit with Valley 	Ben and Keith shared the draft responses with the committee.	
<ul style="list-style-type: none"> Mock visit is on September 12, 2014 - Ask Committee to attend Mock Visit on Standard I from 2:30 – 3:20 in LRC-135 to practice responding to site visit questions. 	Rebeccah discussed the mock interview on Friday and the plan for Friday, September 12, 2014.	

2.0 Inclusiveness

The College and its structures and processes are characterized by inclusiveness, openness to input, and respect...

<ul style="list-style-type: none"> Other Items 	Reviewed the results from the Committee self-evaluation. One of the areas identified for improvement and discussed by the committee was the need to improve on the expectations for committee members. Daniel suggested that the chairs hold meetings with the new members and review the expectations for reviewing a plan. In addition, many committee members suggested that they needed help with how to interpret the program review instructional data and what it means (e.g.: WSCH/FTEF ratio). It was also suggested that the training reviews the PPR Handbook and that the an exemplary PPR is compared to one that wasn't as good to help committee members learn what they are looking for in an exemplary PPR.	Keith will set-up and facilitate two trainings. The first one will be held on September 22, 2014 and review all of the instructional data used program review and how to understand and interpret that data. The second training will be held on October 6 and will review the expectations of an exemplary plan and contrast those with a poorly prepared plan.
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Mission Statement

The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.

Vision Statement

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.

Institutional Values

Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.