

Crafton Hills College

Planning and Program Review Committee

Minutes

Date: September 12, 2016
Time: 3:00 PM – 4:45 PM
Location: CCR 247
Next Meeting: September 19, 2016 in CCR-247

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

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.

Membership: Two Vice Presidents (VPAS, VPSS, or VPI); Vice President, Academic Senate (co-chair); five additional faculty (at least one from Student Services and one is recommended from each of the instructional divisions); one classified representative; one Student Senate appointee; Dean, Institutional Effectiveness, Research and Planning (co-chair).

| TOPIC | DISCUSSION | FURTHER ACTION |
|--|--|--|
| 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 | | |
| Review Charge and Membership Proposal, include Professional Development Coordinator on PPR | The committee reviewed and edited the Charge. Jonathan Townsend will serve as the classified representative. Patricia will seek to fill the other openings. The new professional development coordinator, Colleen Hinds, requested whether she should serve on this committee. The committee considered if they should add a professional development coordinator to its membership. It is recommended Colleen Hinds go through the academic senate process to become a faculty member of this committee. Keep the dean of IERP as the co-chair. | Revised 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. Through a cyclical, comprehensive review, college-wide planning process. These results 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 review programs, develop recommendations to the President, and determine and implement improvements to the PPR process. |
| Review Committee Ground Rules | <ul style="list-style-type: none"> Come to meetings on time Read all materials- be prepared | |

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| | <ul style="list-style-type: none"> • Stay on task • No side conversations • Be civil and professional • Embrace the spirit of Open Meeting Laws • Seek to understand, rather than persuade • Share speaking time • End on time • Look at bigger picture • Respect the process • Be candid and succinct | |
| Assign New Member Mentors, including Student Mentor | <p>Rebecca will ask Ericka to send an email to pol-sci and business students for a new student representative.</p> <p>Instead of assigning mentors- incorporate “one new thing” each meeting to explain the process.</p> <p>Characterize some issues as “parking lot” issues. The new student representative will be mentored.</p> | |
| Review the minutes of May 2, 2016 | The 5/2/16 minutes were approved as written. | |
| Review Programs to be Reviewed; Assign Mentors | <p>The committee decided to ask the biological sciences to work together to do one PR instead of three. The committee will discuss what is a unit of program review and look at discipline realignment. Consider limiting the number of words in answering the questions in the documents. Talk to the units and explain realignment. What do they feel about it? We will wait until next Monday to see their response. The academic senate made the decisions about the disciplines. Environmental science will be with earth science; and history will be put off for now.</p> <p>Instead of assigning mentors, we will eliminate them and continue the training.</p> | Bryan will send an email to the chair and the dean this week about the biological sciences being combined. |
| Review the Committee Self Evaluation, 2015-16 | | |
| Review the Participant Evaluation 2015-16 | | |
| Charge and Membership: Should we include elements of Standard I in our charge? | | |
| Review Parking Lot Issues: | | |
| Equity and program review: should we ask programs to disaggregate data and explain | | |

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| <p>disproportionate impact? Should this be a rubric item?</p> <p>People miss the mark on alignment of their unit mission with the college mission. Should we re-state the questionnaire item? Should we pre-populate the mission? Other approaches?</p> <p>Parking Lot Issues, Continued Does the committee have a role in encouraging programs to “dream bigger”?</p> <p>Were there redundant questions?</p> <p>What questions required clarification, based on the responses elicited?</p> <p>Workload</p> | | |
| <p>2.0 Inclusiveness The College and its structures and processes are characterized by inclusiveness, openness to input, and respect...</p> | | |
| Adjournment | | |
| <p>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.</p> | <p>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.</p> | <p>Institutional Values Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p> |

Crafton Hills College
Program Review (PR)/Annual Planning (AP) (no adjustment to subsequent years)
Four-Year Planning Schedule – Start Year 2013-2014

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|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Note: Cells outlined in purple font identify programs that did not complete a plan last year. | 2015 2016 | 2016 2017 | 2017 2018 | 2018 2019 | 2019 2020 | 2020 2021 | 2021 2022 |
| Office of the President | 1 | 0 | 0 | 2 | 1 | 0 | 0 |
| Marketing & Public Relations | PR | AP | AP | AP | PR | AP | AP |
| Institutional Effectiveness, Research & Planning and Grants | AP | AP | AP | PR | AP | AP | AP |
| Resource Development | AP | AP | AP | PR | AP | AP | AP |
| Administrative Services | 3 | 1 | 1 | 1 | 3 | 1 | 1 |
| Administrative Services Units (CBO, Communications, Facilities) | AP | PR | AP | AP | PR | AP | AP |
| Aquatics Program | AP | PR | AP | AP | AP | PR | AP |
| Bookstore | AP | AP | AP | PR | AP | AP | AP |
| Cafeteria | PR | PR | AP | AP | PR | AP | AP |
| Facilities Units (Custodial, Maintenance, & Grounds) | PR | AP | AP | AP | PR | AP | AP |
| Technology Services | AP | AP | PR | AP | AP | AP | PR |
| Instruction | | | | | | | |
| Social, Information, and Natural Sciences | 5 | 7 | 4 | 5 | 5 | 7 | 4 |
| Biological Science and Physical Science | | | | | | | |
| Anatomy/Physiology | AP | AP | AP | PR | AP | AP | AP |
| Biology | PR | PR | AP | AP | PR | AP | AP |
| Chemistry | AP | AP | AP | PR | AP | AP | AP |
| Earth Science (Geography, Geology, Oceanography) | AP | PR | AP | AP | AP | PR | AP |
| Microbiology | AP | PR | AP | AP | PR | AP | AP |
| Physics/Astronomy | PR | AP | AP | AP | PR | AP | AP |
| Business, Economics and Information Technology | | | | | | | |
| Business/Accounting/Marketing | AP | AP | PR | AP | AP | AP | PR |
| CIS/CS/Digital Media | AP | AP | AP | PR | AP | AP | AP |
| Economics | AP | PR | AP | AP | PR | AP | AP |
| Communication and Language | | | | | | | |
| American Sign Language | AP | PR | AP | AP | AP | PR | AP |
| Foreign Language | AP | AP | PR | AP | AP | AP | PR |
| Speech Communication/Journalism | AP | AP | PR | AP | AP | AP | PR |
| Kinesiology/Health Education/Athletics | AP | AP | PR | AP | AP | AP | PR |
| College Honors Institute | AP | AP | AP | PR | AP | AP | AP |
| Social Sciences | | | | | | | |
| History | AP | PR | AP | AP | AP | PR | AP |
| Philosophy/Religious Studies | PR | AP | AP | AP | PR | AP | AP |
| Political Science | AP | PR | AP | AP | AP | PR | AP |
| Sociology/Anthropology | AP | PR | AP | AP | AP | PR | AP |

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|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Note: Cells outlined in purple font identify programs that did not complete a plan last year. | 2015 2016 | 2016 2017 | 2017 2018 | 2018 2019 | 2019 2020 | 2020 2021 | 2021 2022 |
| Career and Human Development | 3 | 2 | 3 | 3 | 3 | 2 | 3 |
| Allied Health Services | | | | | | | |
| Allied Health / Respiratory Care | AP | AP | PR | AP | AP | AP | PR |
| Radiologic Technology | AP | AP | PR | AP | AP | AP | PR |
| Child Development Center | PR | AP | AP | AP | PR | AP | AP |
| Emergency Training Center | PR | AP | AP | AP | PR | AP | AP |
| Human Development | | | | | | | |
| Child Development/ Education | AP | PR | AP | AP | AP | PR | AP |
| Psychology | AP | PR | AP | AP | AP | PR | AP |
| Public Safety and Services | | | | | | | |
| Emergency Medical Services | AP | AP | PR | AP | AP | AP | PR |
| Fire Academy | AP | AP | AP | PR | AP | AP | AP |
| Fire Technology | PR | AP | AP | AP | PR | AP | AP |
| Paramedics | AP | AP | AP | PR | AP | AP | AP |
| Public Safety and Services | AP | AP | AP | PR | AP | AP | AP |
| Letters, Arts, and Mathematics | 2 | 2 | 1 | 1 | 2 | 2 | 1 |
| Fine Arts | | | | | | | |
| Art/Art History | AP | AP | AP | PR | AP | AP | AP |
| Music | AP | PR | AP | AP | AP | PR | AP |
| Theatre Arts | AP | PR | AP | AP | AP | PR | AP |
| Letters | | | | | | | |
| Reading and Study Skills | PR | AP | AP | AP | PR | AP | AP |
| English | PR | AP | AP | AP | PR | AP | AP |
| Department of Instructional Support | | | | | | | |
| Library | AP | PR | AP | AP | AP | PR | AP |
| Tutoring Center | AP | AP | AP | PR | AP | AP | AP |
| Mathematics | AP | PR | AP | AP | AP | PR | AP |
| Student Services | | | | | | | |
| Counseling, Student Success and Support | 1 | 3 | 1 | 0 | 1 | 3 | 1 |
| Counseling/Career Services | AP | AP | PR | AP | AP | AP | PR |
| DSPS | AP | PR | AP | AP | AP | PR | AP |
| EOPS / CARE/CalWORKS/Foster Youth | AP | PR | AP | AP | AP | PR | AP |
| Student Success and Support | PR | AP | AP | AP | PR | AP | AP |
| Personal and Career Development | AP | PR | AP | AP | AP | PR | AP |
| Transfer Center | AP | AP | PR | AP | AP | AP | PR |
| Student Development | 1 | 1 | 3 | 0 | 1 | 1 | 3 |
| Admissions and Records | AP | PR | AP | AP | AP | PR | AP |
| Financial Aid | AP | PR | AP | AP | PR | AP | AP |
| Health and Wellness Center | AP | AP | PR | AP | AP | AP | PR |
| Student Life | AP | AP | PR | AP | AP | AP | PR |
| Veterans Services | AP | AP | PR | AP | AP | AP | PR |
| Total Number of Program Reviews for Year | 11 | 20 | 13 | 12 | 16 | 16 | 13 |