

# Crafton Hills College

## Planning and Program Review Committee

### Minutes

**Date:** September 20, 2016  
**Time:** 3:00 PM – 4:45 PM  
**Location:** CCR- 247  
**Next Meeting:** November 7th, 2016 in CCR-246

Committee Members					
Co-Chair: Rebecca Warren-Marlatt Co-Chair: Patricia Menchaca	A P	Denise Allen-Hoyt (SINS) Dianne Purves (SINS) Tom Bryant (LAM) LAM Faculty Vacant Meridyth McLaren (CEHD) CEHD Faculty Vacant Student Services Faculty Vacant	P P P P P	Bryan Reece Jonathan Townsend Karen Peterson Gio Sosa Ben Gamboa  Student Rep, Zeke Zahir Guest- Stacia Robbins	P A P P A  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, through a thorough, comprehensive, and cyclical 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 review 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
<b>1.0 Effective, Efficient and Transparent Processes</b>		
The College operates through effective processes and structures. All planning processes and decision-making are transparent, evidence-based, efficient, clearly defined		
Review the minutes of Sept. 12, 2016	The 9/12/16 minutes were approved as written.	
Review Ground Rules 2016-17	The committee reviewed the Ground Rules and agreed to remove: “Seek to understand, rather than persuade.”	
Review revised charge.	The committee reviewed the Charge and recommended removing: “a thorough” and “are aligned to the district.”  The committee will forward the amended Charge and membership to Crafton Council for approval.	
One New Thing: Why do we do program review?	Why do our units conduct Program Review and Annual Plan? The intent is for the units to reflect and plan so that they know where they want to go and to have the resources to get there. Figure out as an institution how we spend our	

	money. We plan, then we spend. What is our intent vs, what we feel we are doing.	
Review 2016-17 Programs, Revised	The committee reviewed the programs. Biological Sciences will work together and let the units integrate and build a new plan. They will take last year's Anatomy/Physiology and add Biology and Microbiology into a new AP document for this year.	
Finalize 2016 Timeline	The committee discussed the timeline and meeting schedule. The first meeting with the programs will be 11/7. The dates and times for the workshops were agreed upon. A comprehensive email will be sent to writers in September with timelines and resources. The committee agreed that the plans are due one week before their meeting and we will send out calendar reminders to them. Add flex day to our calendar for a workshop. Gio will finalize the plans. The workshops will be Q & A instead of focused on specific questions.	
Review the Committee Self Evaluation, 2015-16 (Gio)	Ben is working on the Committee Self-Evaluation results, we will discuss at the next meeting.	
Review the Participant Evaluation 2015-16 (Gio)	Ben is working on the Participant Evaluation results, we will discuss at the next meeting.	
Charge and Membership: Should we include elements of Standard I in our charge?	Accreditation- we could write to standards. Read through the previously written standards and edit- addressing the standards pertinent to our body. We will talk more about this at the next meeting.	
Review Parking Lot Issues:  Equity and program review: should we ask programs to disaggregate data and explain disproportionate impact? Should this be a rubric item?  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?  Parking Lot Issues, Continued Does the committee have a role in encouraging programs to "dream bigger"?  Were there redundant questions?  What questions required clarification, based on the responses elicited?	  The committee reviewed a Word Count Data Sheet from Keith Wurtz. We will include a word count recommendation with the questions.  Change hyperlink in question #7 b. Add mission and vision of the college without having to follow the link. Denise will email Keith and ask him to make these changes.	

Workload		
<b>2.0 Inclusiveness</b> The College and its structures and processes are characterized by inclusiveness, openness to input, and respect...		
Adjournment: The meeting was adjourned at 4:45pm.		
<b>Mission Statement</b> The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.	<b>Vision Statement</b> 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.	<b>Institutional Values</b> Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.