

# Crafton Hills College

## Planning and Program Review Committee

### Minutes

**Date:** November 7, 2016  
**Time:** 3:00 PM – 4:45 PM  
**Location:** LRC-110  
**Next Meeting:** November 14, 2016

<b>Committee Members</b>	P		P		P
Co-Chair: Keith Wurtz	P	Dianne Purves	P	Rebecca Warren-Marlatt	P
Co-Chair: Patricia Menchaca	P	Jonathan Townsend	A	Meridyth McLaren	P
Tom Bryant	P	Denise Allen-Hoyt	A	Stashia Robbins	P
		Karen Peterson	P	Alejandra Villegas	G

**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.

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"> <li>Review the minutes from September 20, 2016 (5 minutes)</li> </ul>	The 9/20/16 Minutes were approved as written.	We will check the availability of CCR-233 for future meetings.
<ul style="list-style-type: none"> <li>Update on Cafeteria and Campus Store (5 minutes)</li> </ul>	There will be no PR from Food Services this year.	
<ul style="list-style-type: none"> <li>Review Political Science request to change time to meet with committee because of class conflict (5 minutes)</li> </ul>	The committee agreed to meet with Political Science at 2:30 on November 28 <sup>th</sup> to accommodate the class conflict.	
<ul style="list-style-type: none"> <li>Moved Julie McKee to February 6, 2016 (5 minutes)</li> </ul>	The committee agreed to move Julie McKee to February 6, 2017.	
<ul style="list-style-type: none"> <li>Meet with ASL at 3:45 to review Program Review (15 minutes)</li> </ul>	Breanna Andrews met with the committee to discuss the ASL document.	
<ul style="list-style-type: none"> <li>Draft feedback for ASL (30 minutes)</li> </ul>	The committee members reviewed the comments and completed the Instructional Rubric.	
<ul style="list-style-type: none"> <li>Review plans for next week: Aquatics and Administrative Services (5 minutes)</li> </ul>	The committee will review the Aquatics and Administrative Services plans for next week. Keith demonstrated how to find the documents on the website.	
<ul style="list-style-type: none"> <li>Review revisions to timeline (10 minutes)</li> </ul>	Keith explained the updates to the timeline. We have 18 units to review.	
<ul style="list-style-type: none"> <li>Review revisions to schedule (10 minutes)</li> </ul>		

**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"> <li>Other Items (5 minutes)</li> <li>Parking Lot Issues</li> </ul>	<ul style="list-style-type: none"> <li>Full timers from instruction-programs disadvantaged?</li> <li>Add Diversity to our document.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Alternative data measures</li> <li>• Discuss word count at the next meeting.</li> </ul>	
<p><b>3.0 Best Practices for Teaching and Learning</b>  Achieve college-wide excellence in teaching and learning through best practices and ongoing reflection, assessment, and improvement</p>		
<p>Adjournment: The meeting adjourned at 4:44pm. Our next meeting will be in <b>LRC-110</b>.</p>		
<p><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.</p>	<p><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.</p>	<p><b>Institutional Values</b>  Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>