

Crafton Hills College

Planning and Program Review Committee

Minutes

Date: November 21, 2016
Time: 3:00 PM – 4:45 PM
Location: LRC-110
Next Meeting: November 28, 2016 **2:30pm**

Committee Members	P		P		P
Co-Chair: Keith Wurtz	Y	Dianne Purves	N	Rebecca Warren-Marlatt	N
Co-Chair: Patricia Menchaca	Y	Denise Allen-Hoyt	N	Meridyth McLaren	Y
Tom Bryant	Y	Karen Peterson	Y	Bryan Reece	N
Stashia Robbins (Student)	Y	Ben Gamboa	Y		

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"> Review the minutes from November 7 and 14, 2016 (5 minutes) 	Minutes were approved as written.	Keith will add parking lot section to agenda.
<ul style="list-style-type: none"> Meet with Earth Science at 3:15 to review Program Review (30 minutes) 	I finalized Earth Science today. Did not know I was supposed to do this if a program had not? When exactly do I finalize a plan? Programs are informed of this. Reschedule for 4:00 on December 12 with Earth Science. Second option was January 23 at 4:15.	Keith will finalize on Tuesday morning for every plan.
<ul style="list-style-type: none"> Review and finalize Aquatics feedback (15 minutes) 	The committee members reviewed the comments and finalized the Feedback and Recommendations for Aquatics.	
<ul style="list-style-type: none"> Review and finalize Administrative Services Feedback (15 minutes) 	The committee members reviewed the comments and finalized the Feedback and Recommendations for Administrative Services.	
<ul style="list-style-type: none"> Plans for next week: Economics and Political Science (5 minutes). 		Political Science at 2:30 next week. Meeting with Econ at 3:15 or 3:45. Keith needs to send out an invite for the committee.
<ul style="list-style-type: none"> Biological Sciences accepted moving their meeting with PPRC to Monday, December 12 – Reschedule? (5 minutes) 	December 12 did not work for all of the members. Patricia is going to work with program to figure out a time.	

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 (5 minutes) 	<ul style="list-style-type: none"> Full timers from instruction- programs disadvantaged? 	Questions Non-Instructional Program –
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	<ul style="list-style-type: none"> • Add Diversity to our document. • Alternative data measures • Discuss word count at the next meeting. • Revisiting questions for clarity • Review all rubric questions and ensure question include the rubric information 	<p>Q1d: Pattern of Service – Clarify question so that respondent knows that they need to assess pattern of service and justify why the pattern of service works.</p> <p>Review all rubric questions and ensure question include the rubric information.</p> <p>Q1c and 2d. How are they different? Consider rewriting 2d to make more clear. May also consider removing Q2d.</p> <p>Instructional Questions – Q3: Need to write question in reference to the rubric.</p>
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3.0 Best Practices for Teaching and Learning

Achieve college-wide excellence in teaching and learning through best practices and ongoing reflection, assessment, and improvement

Adjournment: The meeting was adjourned at 4:25pm.

<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>
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