

Crafton Hills College

Planning and Program Review Committee

Minutes

Date: February 27, 2017
Time: 2:30 PM – 4:45 PM
Location: LRC-110

Committee Members	P		P		P
Co-Chair: Keith Wurtz	Y	Dianne Purves	Y	Rebecca Warren-Marlatt	Y
Co-Chair: Patricia Menchaca	Y	Denise Allen-Hoyt	N	Meridyth McLaren	Y
Tom Bryant	Y	Karen Peterson	N		
Stashia Robbins (Student)	N	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 February 13, 2017 (5 minutes) 	Minutes approved as written.	
<ul style="list-style-type: none"> Meet with Biological Sciences at 2:30PM to review Program Review (25 minutes) 	Dean of SINS attended the meeting. No one from the program was able to attend the meeting. Discussed effectiveness of combining A&P, Biology, and Microbiology into one program. PPRC decided to continue with one more year.	
<ul style="list-style-type: none"> Draft feedback for Biological Sciences (10 minutes) 	Discussion took place to develop the feedback to the department.	Keith will draft the feedback document for the committee's approval.
<ul style="list-style-type: none"> Meet with Financial Aid at 3:15PM to review Program Review (25 minutes) 	The committee met with John Muskavitch, Joe Cabrales, and Veronica Lehman to discuss the PPR document for Financial Aid.	
<ul style="list-style-type: none"> Draft feedback for Financial Aid (10 minutes) 		The committee will develop the feedback to the department at its next meeting.
<ul style="list-style-type: none"> Meet with Admission and Records at 3:45PM to review Program Review (25 minutes) 	The committee met with Larry Aycock and Joe Cabrales to discuss the Admissions and Records program review document.	
<ul style="list-style-type: none"> Draft feedback for Admission and Records (10 minutes) 	Discussion took place to develop the feedback to the department.	Keith will draft the feedback document for the committee's approval.
<ul style="list-style-type: none"> Review and finalize the feedback for DSPS (10 minutes) 		PPRC will review at the next meeting.
<ul style="list-style-type: none"> Review and finalize the feedback for EOPS (10 minutes) 		PPRC will review at the next meeting.
<ul style="list-style-type: none"> Review status of Music (5 minutes) 		PPRC will review at the next meeting.

<ul style="list-style-type: none"> Next meeting is March 6, 2017 where we finalize the feedback for the remaining programs (5 minutes) 	<p>Keith reminded the committee that the next meeting was on March 6, 2017.</p>	
<p>2.0 Inclusiveness The College and its structures and processes are characterized by inclusiveness, openness to input, and respect...</p>		
<ul style="list-style-type: none"> Other Items (5 minutes) 	<ul style="list-style-type: none"> Need to improve prompt for non-instructional 5a and 5b Adding a flag in program review that identifies district request Left Lane Annual Plan Full timers from instruction-programs disadvantaged? Add Diversity to our document. Alternative data measures Discuss word count Revisiting questions for clarity Review all rubric questions and ensure question include the rubric information Revise the Document Quality rubric. Did program answer the entire question? Explore different web tools for program review Explore connecting outcomes assessment proposed actions to program review action plan Discuss adding frequently made mistakes 	
<p>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</p>		
<p>Adjournment</p>		
<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>