

Crafton Hills College

Planning and Program Review Committee

Minutes

Date: March 6, 2017
Time: 3:00 PM – 4:45 PM
Location: LRC-110

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

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 27, 2017 (5 minutes) 	Minutes approved as written	
<ul style="list-style-type: none"> Draft feedback for Financial Aid (15 minutes) 	Discussion took place to develop feedback for the department.	Committee suggested productivity data to be included in future PR. Keith will draft the feedback document for committee approval.
<ul style="list-style-type: none"> Discuss plan for Music. Music was going to revise the mission and vision questions. Should we move forward with finalizing feedback or reach out to Music one more time? (15 minutes) 	Keith reminded the committee about Music.	Committee will review at the 3/20/17 meeting.
<ul style="list-style-type: none"> Review and finalize feedback for DSPS (15 minutes) 	The committee finalized the feedback for DSPS.	Keith will send finalized feedback document to DSPS.
<ul style="list-style-type: none"> Review and finalize feedback for EOPS (15 minutes) 	The committee finalized the feedback for EOPS.	Keith will send finalized feedback document to EOPS.
<ul style="list-style-type: none"> Review and finalize feedback for Biological Sciences (15 minutes) 	The committee finalized the feedback for Biological Sciences.	Keith will send finalized feedback document to Biological Sciences.
<ul style="list-style-type: none"> Review and finalize feedback for Admissions and Records (15 minutes) 	The committee finalized the feedback for Admissions and Records.	Keith will send finalized feedback document to Admissions and Records.
<ul style="list-style-type: none"> Review roll-up submission timelines, date for prioritization meeting is March 27, 2017, and plans for evaluation survey (10 minutes) 	Keith reviewed the programs and departments that still have not finalized their program reviews. Department prioritization was due February 27 and was extended to March 3, 2017. Programs who need to submit: Social Science, Allied Health, ETC, Public Safety, Fine Arts, Instructional Support, English and Reading, Counseling and Matriculation, and Student Development. Division roll-ups due March 10, 2017. Area roll-ups due March 24, 2017. Administer survey	

	in April once we work through all of the roll-ups. Prioritization meeting is March 27 if we meet all of the timelines.	
<ul style="list-style-type: none"> Next meeting is March 20, 2017, March 6th meeting has been cancelled (5 minutes) 	Keith informed the committee that he would not be at the next meeting and that Patricia Menchaca would chair the meeting.	
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"> 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 	
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		
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.	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.	Institutional Values Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.