

Crafton Hills College

Planning and Program Review Committee

Minutes

Date: March 20, 2017
Time: 3:00 PM – 4:45 PM
Location: LRC-110

Committee Members	P		P		P
Co-Chair: Keith Wurtz	A	Dianne Purves	P	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 March 6, 2017 (5 minutes) 	Minutes approved with changes	
<ul style="list-style-type: none"> Review and Finalize feedback for Financial Aid (15 minutes) 	The committee reviewed finalized feedback for Financial Aid with suggested changes	Keith will revise/update committee feedback and send finalized document to Financial Aid
<ul style="list-style-type: none"> Music has finalized program review. Review question 7.c.i and 7.c.ii only and score. All other rubric items are scored. (15 minutes) 	The committee reviewed and suggested the unit align and communicate the mission and vision statements thoroughly	
<ul style="list-style-type: none"> Parking lot item: Discuss process for adding programs to PPR – What is a program? (15 minutes) 	The committee suggested conversation should start at Crafton Council.	
<ul style="list-style-type: none"> Parking Lot Item: Left Lane Annual Plan (10 minutes) 	The committee will revisit at a later date	
<ul style="list-style-type: none"> Parking Lot Item: Full timers from instruction- Disadvantaged Programs? (15 minutes) 	The committee suggested this is not the avenue to discuss and resolve workload issues	
<ul style="list-style-type: none"> Parking Lot Item: Discuss word count (10 minutes) 	The committee reviewed and suggested having a list of all established word counts	
<ul style="list-style-type: none"> Parking Lot Item: Revise the Document Quality rubric. Did program answer the entire question? (15 minutes) 	The committee reviewed document, suggested revisiting on May 1 st to review quality or completing	
<ul style="list-style-type: none"> Next meeting is March 27, 2017 where we will prioritize objectives (5 minutes) 		

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"> Discuss process for adding programs to PPR – What is a program? 	
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	<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 	
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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

<p style="text-align: center;">Mission Statement</p> <p>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 style="text-align: center;">Vision Statement</p> <p>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 style="text-align: center;">Institutional Values</p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>
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