

Crafton Hills College

Planning and Program Review Committee

Agenda

Date: May 8, 2017
Time: 3:00 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	Karen Peterson	Y	Meridyth McLaren	Y
Tom Bryant	Y	Ben Gamboa	Y	Stashia Robbins (Student)	N

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
-------	------------	----------------

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 May 1, 2017 (5 minutes) 	May 1, 2015 minutes were approved as written	
<ul style="list-style-type: none"> Provide update on prioritization of objectives, President's Memo, and PPR survey (5 minutes) 	The President's Cabinet has not reviewed prioritization or generated the President's Memo to the campus.	Rebecca will discuss at the next President's Cabinet.
<ul style="list-style-type: none"> Review and discuss the results from the PPR Survey (15 Minutes) 	<p>Reviewed the results of the survey. Discussed the feedback not being useful because program not reviewing until a year later. Discussed the possibility of allowing programs to reopen and resubmit with changes. Also discussed the possibility of providing a workshop that focuses on feedback and how to improve.</p> <p>One survey respondent suggested a bi-annual plan. Committee discussed possibility of doing annual plan every other year. Expressed concern about addressing SLOs on a regular basis. Discussed the possibility that with annual plan only answer three questions: SLOs, objectives, and data.</p> <p>Based on feedback from the Spring 2017 survey PPRC will focus on whether the questions are guiding improvement.</p>	Tom and Diane will provide a layout to review at the next meeting that addresses moving from specific to general.
<ul style="list-style-type: none"> Review the changes discussed at the May 1, 2017 meeting (15 minutes) 	Keith referred to the document that captured all of the changes from the previous meeting and mentioned that the changes were also captured in the minutes.	
<ul style="list-style-type: none"> Review Instructional Questions four-year plan questions (25 minutes) 	The committee revised instructional questions 1, 2, and 5. Reviewed question 3.	Keith will change "environmental scan" in Needs based rubric to "Labor Market Data."

	Explored the possibility of providing a checklist of needs based curriculum.	Next week will start at the new question 4.
<ul style="list-style-type: none"> Review Non-Instructional Questions four-year plan questions (25minutes) 	The committee did not have time to address item.	This item will be added to the agenda for May 15, 2017.
<ul style="list-style-type: none"> Discuss process for adding programs to program review. What is a program? (10 minutes) 	The committee did not have time to address item.	
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? 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.