

**Crafton Hills College
Planning and Program Review Minutes**

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

Committee Members	P		P		P
Co-Chair: Keith Wurtz	P	Karen Peterson	P		
Co-Chair: Patricia Menchaca	P	Brandice Mello	P		
Tom Bryant	P	Kathy Bakhit	A		
Meridyth McLaren	P	Mike Strong	A		

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 September 18, 2017 (5 minutes) 	<p>The minutes were approved as written</p>	
<ul style="list-style-type: none"> Review the Guided Pathways Self-Assessment and provide feedback (20 minutes) 	<p>The committee reviewed the Guided Pathways Self-assessment on integrated planning. Patricia suggested that we should be “Scaling in Progress” instead of “Full Scale”, due to conversations that still need to take place with faculty. At a recent Academic Senate plenary, several resolutions passed pertaining to Guided Pathways, which may affect the self-assessment. Patricia will send information to Keith to include in the narrative. Feedback on self-assessment are due by November 29th.</p>	<p>Keith will take to Academic Senate for review and feedback on December 6th.</p>
<ul style="list-style-type: none"> The first plan being reviewed is for Student Life at the November 20, 2017 meeting (15 minutes) 	<p>The committee reviewed the PPR three-year timeline and will meet on the 13th to review processes with new and current members. Patricia has sent out emails to each unit with a PPR plan due date. Patricia advised that Foreign language and Communication have yet to respond. Foreign languages completed their plan last year, with the exception of Spanish, which was separate at the time.</p>	<p>Keith asked Patricia to contact Spanish department to see when their last PPR was completed and if it is part of foreign languages. Patricia will also follow up with the Communication faculty as to their plan due date.</p>
<ul style="list-style-type: none"> Review draft of new calendar with two year plans, process for reviewing, and plan for this year (30 minutes) 	<p>The committee reviewed the new four-year planning schedule with bi-annual plans. The committee suggested changing AP to SLOs to avoid confusion. With this change, the committee has finalized calendar.</p>	<p>Keith will email those who have SLO’s and let them know that they can complete it themselves, or the OIERP department will complete by the deadline. He will also let them know their plans will be reviewed next year;</p>

	<p>Keith suggested to the committee the need to figure out a process for reviewing two-year annual plans, followed by a calendar/schedule. This will potentially start next year.</p>	<p>once the committee has develop a process.</p>
<ul style="list-style-type: none"> • Recommendation to attach finalized feedback to plan so that it is always available to programs (5 minutes) 	<p>The committee discussed the recommendation and suggested the feedback be part of the finalized plan. The Committee also suggested the feedback be in line with the accreditation standards. This will then show the accreditation gaps, and rubrics not met.</p>	<p>Patricia suggested she would go through the ACCJC standards and identify all the feedback questions that align. She will have this by the next committee meeting.</p>
<ul style="list-style-type: none"> • Resource Allocation Model Concerns: (30 minutes) <ul style="list-style-type: none"> ▪ Justification of decisions incorporated into the PPR web tool for division level roll-up. ▪ Identify category resource requests. Simplify for better understanding. ▪ Create a document that identifies the process followed for PPR requests. 	<p>The committee discussed concerns in the resource allocation model. In a recent meeting with Mike Strong, Patricia expressed problems in the resource allocation model, from a faculty perspective. The first was lack of transparency in the decisions made after the division level roll up’s occurs.</p> <p>Patricia suggested looking at the expenditure categories and simplifying it.</p> <p>Patricia also discussed the lack of understanding in what happens after the PPR process, and how the budget committee decides funding source. Patricia mentioned that Mike will put a chart together of what are the funding sources, what they are for and where they come from and how the decisions are made.</p>	<p>Keith mentioned there is no place to add a justification narrative in the roll up, he will work with TESS to see if there is a way to do this. Patricia suggested it be approved by Academic Senate and Crafton council before moving forward on adding a narrative.</p> <p>Keith would like to look at the list of categories broken down along with the object codes; he will work with Mike on this.</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 	<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 • Full timers from instruction- programs disadvantaged? • Alternative data measures • Discuss word count • Explore different web tools for program review 	

	<ul style="list-style-type: none">• Discuss adding frequently made mistakes	
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.