

Crafton Hills College
Planning & Program Review Minutes

Date: November 13, 2017
Time: 3:00 PM – 4:45 PM
Location: LRC-110

Committee Members	P		P		P
Co-Chair: Keith Wurtz	P	Karen Peterson	A	Kathy Bakhit	P
Co-Chair: Patricia Menchaca	P	Brandice Mello	A	Mike Strong	A
Tom Bryant	P	Meridyth McLaren	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 November 6, 2017 (5 minutes) 	The minutes from November 6, 2017 were approved as written	
<ul style="list-style-type: none"> Review the Guided Pathways Self-Assessment and provide feedback (15 minutes) 	Item moved to November 11, 2017 agenda.	
<ul style="list-style-type: none"> Review the non-instructional rubric and the process for reviewing the Student Life Plan (30 minutes) 	Keith provided an overview of the PPR process and rubric to the committee.	
<ul style="list-style-type: none"> Review progress on informing campus of new calendar with PR, SLOs, and 2yrAP (5 minutes) 	<p>The committee reviewed the updated planning and program review calendar.</p> <p>The committee also reviewed a draft email created by Keith pertaining to the calendar changes. Patricia suggested sending out an email to those who may not have a PPR due this year and separate email for those that do. After some discussion and feedback, the committee agreed to send out two separate emails; Keith will send out this week.</p> <p>Kathy suggested having a professional development workshop during the next in-service day to explain the new calendar and process.</p>	
<ul style="list-style-type: none"> Provide update on how Foreign Language and Spanish want to proceed with program review and whether to combine programs or keep separate (10 minutes) 	Keith stated that Spanish and Foreign Language are doing two separate planning and program review plans. After following up, Patricia stated that foreign language's PPR would be completed by their department chair.	

<ul style="list-style-type: none"> Review the alignment of ACCJC standards with the rubric questions in the program review (40 minutes) Planning and Program Review through the Eyes of Accreditation, prepared by Patricia Menchaca (Addition to agenda) 	<p>Patricia presented the committee with a document showing Crafton’s program review and how it aligns with the ACCJC standards. The intent is to align accreditation evaluative measures to our own planning and program review questions to identify gaps.</p> <p>She also provided a document showing examples of content from the manual of Institutional Self Evaluation and Improving Institutions from ACCJC.</p> <p>Patricia asked the committee to review the document “Eyes of Accreditation” and identify accreditation questions and how it feeds into other PPR process.</p>	<p>Keith will identify which annual plans the committee needs to review this year due to their score last year, and bring back to the committee for discussion.</p>
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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 	<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 Discuss adding frequently made mistakes 	
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<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>
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