Crafton Hills College
Planning and Program Review Committee Minutes

Date: January 30, 2017
Time: 3:00 PM – 4:45 PM
Location: LRC-110

Committee Members	P		P		P
Co-Chair: Keith Wurtz	P	Dianne Purves	P	Rebeccah Warren-Marlatt	P
Co-Chair: Patricia Menchaca	P	Denise Allen-Hoyt	A	Meridyth McLaren	P
Tom Bryant	P	Karen Peterson	P		
Stashia Robbins (Student)	P	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	DISUCUSSION	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…		
• Review the minutes from January 23, 2017 (5 minutes)	The 1/23/17 minutes were approved as written	
• Annual Plans are due Monday, February 6, 2017 and last Program Reviews are due February 13. Suggest postponing due date for annual plans to February 13, 2017 (10 minutes)	Annual plans due date has been extended to February 13, 2017	
• Meet with Theater Arts at 3:15PM to review Program Review (30 minutes)	Tom Bryant was introduced to the committee and discussed the Theater Arts program review document	Committee suggested adding more information to questions 8 and 9 of the program review
• Draft feedback for Theater Arts (30 minutes)	The committee members reviewed the comments and completed the Instructional Rubric for Theatre Arts	
• Finalize feedback for Child Development (15 minutes)	The committee members reviewed the comments and finalized the Feedback and Recommendations for Child Development	
• Finalize feedback for Psychology (15 minutes)	The committee members reviewed the comments and finalized the Feedback and Recommendations for Psychology	
• Next meeting is February 6, 2017 where we will review Mathematics and Sociology/Anthropology (5 minutes)		
2.0 Inclusiveness The College and its structures and processes are characterized by inclusiveness, openness to input, and respect…		
• Other Items (5 minutes)	• Adding a flag in program review that identifies district request • 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	

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	Vision Statement	Institutional Values
The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.	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.	Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.