

Crafton Hills College Planning and Program Review Committee Minutes	<b>Date:</b> February 6, 2017 <b>Time:</b> 3:00 PM – 4:45 PM <b>Location:</b> LRC-110
---	---

Committee Members	P		P		P
Co-Chair: Keith Wurtz	P	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
-------	------------	----------------

**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"> <li>Review the minutes from January 30, 2017 (5 minutes)</li> </ul>		Approved as written by consensus
<ul style="list-style-type: none"> <li>The agenda was revised to show a change in the order. Sociology at 3:15 rather than 4:15.</li> </ul>		Approved by consensus
<ul style="list-style-type: none"> <li>Meet with Sociology/Anthropology at 3:15 PM to review Program Review (30 minutes)</li> </ul>	The committee met with Chair Julie McKee and Dean Mark Snowwhite to discuss the PPR document for Sociology/Anthropology.	
<ul style="list-style-type: none"> <li>Draft feedback for Sociology/Anthropology (30 minutes)</li> </ul>	Discussion took place to develop the feedback to the department.	Keith will draft the feedback document for the committee's approval.
<ul style="list-style-type: none"> <li>Meet with Mathematics at 4:15PM to review Program Review (30 minutes)</li> </ul>	The committee met with Mathematics Chair Sherri Wilson and Dean Sherrie Loewen to discuss the Mathematics department program review document.	
<ul style="list-style-type: none"> <li>Draft feedback for Mathematics (30 minutes)</li> </ul>	Discussion took place to develop the feedback to the department.	Keith will draft the feedback document for the committee's approval.
<ul style="list-style-type: none"> <li>Left Lane Annual Plan</li> </ul>	Co-Chair of PPR Patricia Menchaca inquired about the process for non-recognized programs, such as Left Lane, to become included in the PPR process. The committee agreed that submitting an annual plan would establish the program's status as a PPR unit.	
<ul style="list-style-type: none"> <li>Next meeting is February 13, 2017 where we will review DSPS, EOPS, and Music (5 minutes)</li> </ul>		

**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"> <li>Other Items (5 minutes)</li> </ul>	<ul style="list-style-type: none"> <li>Adding a flag in program review that identifies district request</li> <li>Left Lane Annual Plan</li> </ul>	
---	---	--

	<ul style="list-style-type: none"> <li>• Full timers from instruction-programs disadvantaged?</li> <li>• Add Diversity to our document.</li> <li>• Alternative data measures</li> <li>• Discuss word count</li> <li>• Revisiting questions for clarity</li> <li>• Review all rubric questions and ensure question include the rubric information</li> <li>• Revise the Document Quality rubric. Did program answer the entire question?</li> <li>• Explore different web tools for program review</li> <li>• Explore connecting outcomes assessment proposed actions to program review action plan</li> </ul>	
--	---	--

**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;"><b>Mission Statement</b></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;"><b>Vision Statement</b></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;"><b>Institutional Values</b></p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>
--	---	--