

Crafton Hills College

Planning and Program Review Committee

Minutes

Date: April 10, 2017
Time: 3:00 PM – 4:45 PM
Location: LRC-110

Committee Members	P		P		P
Co-Chair: Keith Wurtz	P	Dianne Purves	P	Rebecca Warren-Marlatt	P
Co-Chair: Patricia Menchaca	P	Karen Peterson	P	Meridyth McLaren	P
Tom Bryant	P	Ben Gamboa	A	Stashia Robbins (Student)	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 April 3 and March 20, 2017 (5 minutes) 	The minutes for April 3, 2017 and March 20, 2017 were approved as written.	
<ul style="list-style-type: none"> Review the prioritization of objectives (30 minutes) 	The committee reviewed the process for prioritizing the first 44 objectives at the meeting on April 3, 2017. The committee prioritized three more objectives and discussed the process for prioritizing the rest of the objectives proportionately in relation to the number of objectives in each area.	Keith will start at priority 47 and prioritize each objective proportionately from each area. The committee also agreed that after Keith prioritized the remaining objectives he would forward the prioritization to the President as stated in the PPR Handbook.
<ul style="list-style-type: none"> Review the draft Memo to the President (15 minutes) 	The committee reviewed and approved the Memo to President.	Keith will submit memo to President's Office
<ul style="list-style-type: none"> Review the PPR Survey (15 minutes) 	The committee reviewed and suggested some changes. The committee agreed that after the changes were made the survey would be distributed to staff, managers, full-time faculty, and adjunct faculty.	Keith will revise/update the survey and distribute to the campus.
<ul style="list-style-type: none"> Start to discuss the "Other" items (40 minutes) 	Will discuss at next meeting	

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 	
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	<ul style="list-style-type: none"> • 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 	
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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;">Mission Statement</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;">Vision Statement</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;">Institutional Values</p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>
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