

# Crafton Hills College

## Planning and Program Review Committee

### Minutes

**Date:** May 22, 2017  
**Time:** 3:00 PM – 4:45 PM  
**Location:** LRC-110

Committee Members	P		P		P
Co-Chair: Keith Wurtz	Y	Dianne Purves	Y	Rebecca Warren-Marlatt	Y
Co-Chair: Patricia Menchaca	Y	Karen Peterson	Y	Meridyth McLaren	Y
Tom Bryant	Y	Ben Gamboa	N	Stashia Robbins (Student)	N

#### 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"> <li>Review the minutes from May 15, 2017 (5 minutes)</li> </ul>	The minutes from May 15, 2017 were approved as written.	
<ul style="list-style-type: none"> <li>Provide update on prioritization of objectives, and President's Memo (5 minutes)</li> </ul>	Rebecca reported that the President's cabinet met on Friday last week, and reprioritized some of the health and safety issues by moving some of these to the top. One example was moving custodians up because Crafton is increasing instructional space by 38%. If there were, no increase in coverage Crafton would most likely have to close facilities, bathrooms, etc. Also moved up cost for utility bills and left everything else the same.	
<ul style="list-style-type: none"> <li>Review and Finalize Instructional Questions for the 2017-18 academic year (10 minutes)</li> </ul>	The committee reviewed and finalized the instructional questions for 2017-2018.	
<ul style="list-style-type: none"> <li>Review and Finalize the Non-Instructional Questions for the 2017-18 academic year (20 minutes)</li> </ul>	The committee reviewed, made changes, and finalized the non-instructional questions for 2017-2018.	
<ul style="list-style-type: none"> <li>Review and finalize the Instructional Rubric (20 minutes)</li> </ul>	The committee reviewed and finalized the instructional rubric for 2017-2018.	
<ul style="list-style-type: none"> <li>Review and finalize the Non-Instructional Rubric (20 minutes)</li> </ul>	The committee reviewed, revised, and finalized the non-instructional rubric for 2017-2018.	
<ul style="list-style-type: none"> <li>Prioritize the changes for next year (20 minutes)</li> </ul>	The committee reviewed and prioritized the changes for 2017-2018: 1) Add question to resource requests that identifies whether or not generated from outcomes assessment, 2) Add questions 8 and 9 as links in edit text for plan, 3) Revise the outcomes assessment question to address PLOs, 4) Revise progress on prior goals question so	

	users can complete on same page, and 5) Change the order of the progress on prior goals question so that resources are first, followed by actions, and then objectives.	
<ul style="list-style-type: none"> <li>Complete the PPRC Survey and have a great summer (5 minutes)</li> </ul>	The committee completed the PPRC Committee Self-Evaluation survey.	
<b>2.0 Inclusiveness</b> 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>Because of lack time, the committee instructed Keith to revise and update the 2017-2018 schedule and timeline.</li> </ul>	
<b>3.0 Best Practices for Teaching and Learning</b> Achieve college-wide excellence in teaching and learning through best practices and ongoing reflection, assessment, and improvement		
Adjournment		
<b>Mission Statement</b> The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.	<b>Vision Statement</b> 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.	<b>Institutional Values</b> Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.