

Crafton Hills College PPR Minutes			Date: September 18, 2017 Time: 3:00 PM – 4:45 PM Location: LRC-110		
Committee Members	P		P		P
Co-Chair: Keith Wurtz	Y	Brandice Mello	N	Kathy Bakhit	Y
Co-Chair: Patricia Menchaca	Y	Karen Peterson	Y	Mike Strong	Y
Tom Bryant	Y	Meridyth McLaren	Y		
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"> Review the minutes from September 11, 2017 (5 minutes) 		The minutes were approved as written.			
<ul style="list-style-type: none"> Introductions (5 minutes) 		The PPRC introduced themselves to new members.			
<ul style="list-style-type: none"> Review, discuss, and agree upon committee norms for the PPRC meetings (20 minutes) 		The committee agreed on the revised committee norms to guide discussions and interactions for the PPRC.			
<ul style="list-style-type: none"> Review and discuss the PPR Cycle and the relationship to the accreditation standards (20 minutes) 		<p>The committee reviewed the recommendation to revise the PPR Cycle. Each year instead of programs completing an annual plan or a program review programs would be required to copy and submit annual plan, update the annual plan on a two-year cycle, or complete a four-year plan. The committee agreed to recommend the following to Crafton Council: 1) AP (Annual Plan) – Programs need to continue assessing and reporting SLOs using the SLO Cloud reporting tool. Program Review Plan needs to be copied from the prior year and finalized by the Annual Plan due date. (Note: units that are categorized as needing improvement will be required to complete an update every year until they have been removed from this status. See requirements for Two-Year Plan if you unit has been categorized as needing improvement.) 2) 2yrAP – (Two-Year Plan) – Review and update the goals and objectives and the SLOs. Submit the finalized two-year plan by the annual plan due date. The PPRC will review each two-year plan and provide written feedback. 3) PR – Program Review – Complete all questions and write a four-year plan.</p> <p>The committee also discussed creating a short video on the meaning of goals and objectives and how to write goals and objectives.</p>		Patricia will take the recommendation to revise the PPR cycle to the Crafton Council.	

<ul style="list-style-type: none"> Review the suggested changes to the PPR Web Tool and the progress made on those changes (20 minutes) 	<p>Keith reviewed the prioritized changes to the PPR web tool developed by the committee and the end of last year.</p> <p>Keith mentioned that the next meeting was October 30, 2017.</p>	<p>Keith will contact Jason Brady to determine the status of the first request where programs are asked to identify if the objective was written as a result of SLO, PLO, or ILO findings.</p> <p>Keith will send Patricia the contact information of programs doing a four-year plan this year so that Patricia can send out invites for the year.</p>
<p>2.0 Inclusiveness The College and its structures and processes are characterized by inclusiveness, openness to input, and respect...</p>		
<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 Review feedback and focus on how related to standards 	
<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>