

Crafton Hills College

Planning and Program Review

Date: January 22, 2018

Time: 3:00 PM – 4:45 PM

Location: LRC-110

Committee Members	P		P		P
Co-Chair: Keith Wurtz	P	Karen Peterson, not in attendance		Kathy Bakhit	P
Co-Chair: Patricia Menchaca	P			Mike Strong	P
Tom Bryant	P	Brandice Mello	P		
		Meridyth McLaren	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
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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 December 4, 2017 (5 minutes) 	The minutes for December 4, 2017 were approved as written.	
<ul style="list-style-type: none"> Finalize the feedback for the Health and Wellness Center (5 minutes) 	The committee discussed, revised, and finalized the feedback for the Health and Wellness Center.	Keith will make the revision and send the feedback to the Health and Wellness Center.
<ul style="list-style-type: none"> Finalize the feedback for the Transfer Center (5 minutes) 	The committee discussed, revised, and finalized the feedback for Transfer Center.	Keith will make the revision and send the feedback to the Transfer Center.
<ul style="list-style-type: none"> Crafton Council directing PPRC to develop process for Division/Area to provide justification for any changes to the PPR (20 minutes) 	The committee discussed the current processes regarding changes being made without explanation to a department's Objective Priority List.	The committee agreed that Keith will propose the following statement to Crafton Council to address their request for documenting any changes or deletions made to Objective Priority List at the Division and Area levels: "Provide an explanation or summary of any changes for the top 15 objectives. If any of the top 15 objectives moved down, please explain why. If priorities greater than 15 moved up to the top 15, please explain why."
<ul style="list-style-type: none"> Meet with Counseling at 3:45 to review Program Review (30 minutes) 	The committee reviewed and discussed the submitted Counseling program review with Debbie Bogh, Ernesto Rivera and Kirsten Colvey.	
<ul style="list-style-type: none"> Draft feedback for Counseling (10 minutes) 	The committee reviewed, scored the rubric, and drafted the feedback.	Keith will put this information together to be reviewed at the next committee meeting for a final review.
<ul style="list-style-type: none"> Review the draft budget resource allocation process – Mike (15 minutes) 	Due to time constraints, this agenda item was postponed until the January 29, 2018 meeting.	The committee will review the draft budget resource allocation information prepared by Mike at the January 29, 2018 meeting.
<ul style="list-style-type: none"> Next meeting is January 29, 2018 where we will meet with the Respiratory and Radiological Technology Programs (5 minutes) 		

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 	<ul style="list-style-type: none"> • Review the alignment of ACCJC standards with the rubric questions in the program review • Discuss feedback on the scheduling matrix from Faculty Chairs and adding morning and evening to the matrix to help inform student planning • 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 	
<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>