

# Crafton Hills College

PPR Minutes

Date: April 16, 2018

Time: 3:00 PM – 4:45 PM

Location: LRC-110

<b>Committee Members</b>	P		P		P
Co-Chair: Keith Wurtz	P	Karen Peterson	P	Mike Strong	A
Co-Chair: Patricia Menchaca	P	Brandice Mello	A	Giovanni Sosa	P
Tom Bryant	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"> <li>Review the minutes from April 9, 2018 (5 minutes)</li> </ul>	The minutes of April 9, 2018 were approved as written.	
<ul style="list-style-type: none"> <li>Finalize the Spring 2018 PPR Evaluation Survey (15 minutes)</li> </ul>	The Evaluation Survey was approved with the removal of one redundant question.	Gio will make the corrections and forward the survey to all participants.
<ul style="list-style-type: none"> <li>Provide an update on the prioritization process (15 minutes)</li> </ul>	The Division Deans will be meeting soon and the prioritization process can be reviewed in two weeks.	Place item on April 30, 2018 agenda. Tom will invite Paula to a PPR meeting to discuss Valley's process.
<ul style="list-style-type: none"> <li>Update on Jason Brady attending PPRC (5 minutes)</li> </ul>	Gio reached out to Jason on 4/13/18 and is awaiting response.	If Jason doesn't respond soon, Gio will contact him again later in the week.
<ul style="list-style-type: none"> <li>Update on the Definition of a Program (5 minutes)</li> </ul>	The Academic Senate requested the Vice Presidents review the definitions. We are waiting on their determinations.	
<ul style="list-style-type: none"> <li>Review feedback for English's Annual Plan (10 minutes)</li> </ul>	This agenda item was postponed until the next meeting as Patricia may have a useful rubric.	Place item on April 23, 2018 agenda.
<ul style="list-style-type: none"> <li>Review an annual plan and provide feedback (15 minutes)</li> </ul>	This agenda item was postponed until the next meeting as Patricia may have a useful rubric.	Place item on April 23, 2018 agenda.
<ul style="list-style-type: none"> <li>Review the PPR 2019-2020 Schedule (15 minutes)</li> </ul>	The PPR 2019-2020 Schedule was reviewed and approved.	
<ul style="list-style-type: none"> <li>Review the PPR 2019-2020 Timeline (15 minutes)</li> </ul>	The PPR 2019-2020 Timeline was reviewed and approved.	Wendy to reserve LRC 110 with Snezana.
<ul style="list-style-type: none"> <li>Review the PPR 2019-2020 Handbook (Time permitting)</li> </ul>	This agenda item was postponed until the next meeting.	Place item on April 23, 2018 agenda.
<ul style="list-style-type: none"> <li>Next meeting is April 23, 2018 (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</li> </ul>	<ul style="list-style-type: none"> <li>Review the alignment of ACCJC standards with the rubric questions in the program review</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Discuss feedback on the scheduling matrix from Faculty Chairs and adding morning and evening to the matrix to help inform student planning</li> <li>• Discuss process for adding programs to PPR – What is a program?</li> <li>• Adding a flag in program review that identifies district request</li> <li>• Full timers from instruction- programs disadvantaged?</li> <li>• Alternative data measures</li> <li>• Discuss word count</li> <li>• Explore different web tools for program review</li> <li>• Discuss adding frequently made mistakes</li> </ul>	
<p><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.</p>	<p><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.</p>	<p><b>Institutional Values</b> Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>