

Crafton Hills College

Date: April 23, 2018

Time: 3:00 PM – 4:45 PM

Location: LRC-110

PPR Minutes

Committee Members	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"> Review the minutes from April 16, 2018 (5 minutes) 	The minutes of April 16, 2018 were approved as written.	
<ul style="list-style-type: none"> Check on the status of the Spring 2018 PPR Evaluation Survey (15 minutes) 	Revisions were approved.	Gio will email the link to the survey to Keith on Tuesday April 24, 2018; and Keith and Patricia will send out the survey.
<ul style="list-style-type: none"> Provide an update on the prioritization process (15 minutes) 	Administrative and Student Services are done. Instructional Services will be complete tomorrow.	Keith will set up the President's Office prioritization. All prioritizations will be completed by May 7 if not next week. Tom will contact Paula to get an idea of how Valley prioritizes.
<ul style="list-style-type: none"> Review feedback for English's Annual Plan (10 minutes) 	Revised feedback was approved.	Gio will email the document to Keith, and Keith and Patricia will send the feedback to English.
<ul style="list-style-type: none"> Review an annual plan and provide feedback (15 minutes) 	The committee discussed the Physics program.	Gio will draft the feedback for review at the next meeting. The template for evaluating annual plans at this time is: 1. SLOs 2. Are goals and objectives supported by the plan? 3. Has progress been made on goals and objectives? Patricia will create and bring to the next meeting a checklist for Instructional Services similar to her checklist for Non Instructional Services.
<ul style="list-style-type: none"> Review the PPR 2019-2020 Handbook (35 minutes) 	The committee agreed to postpone discussion of this agenda item until next year as the review process will be discussed thoroughly and potential changes made.	Review during the 2018-2019 academic year.
<ul style="list-style-type: none"> Next meeting is April 30, 2018 – Jason Brady will be a guest and we will prioritize objectives (10 minutes) 	Hopefully, the entire April 30, 2018 meeting will be prioritizing objectives.	Keith will combine all prioritizations and then prioritize within categories.

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 	
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	<ul style="list-style-type: none"> • 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>