

Crafton Hills College

Date: October 29, 2018
 Time: 3:00 PM – 4:45 PM
 Location: LRC-110

PPR Minutes

Committee Members	P		P		P
Co-Chair: Keith Wurtz Co-Chair: Patricia Menchaca Tom Bryant		Karen Peterson Artour Aslanian (Guest) Meridyth McLaren		Mike Strong Giovanni Sosa	

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 September 24, 2018 (5 minutes) 	<p>The September 24, 2018 minutes are approved as written.</p>	
<ul style="list-style-type: none"> Discuss how the resource allocation program review process functions at San Bernardino Valley College with guests from SBVC (60 minutes) 	<p>Introduction of Paula Milliken from Valley College. Health and safety is on PPR, but not emergency safety items. SBVC has an emergent need process.</p> <p>Needs assessment is separate from efficacy and is done in the fall. Efficacy is done in the spring. Needs assessment (these are resources) is every year. It is like an annual plan. If program is on probation cannot apply for needs assessment.</p> <p>Categories are budget (has to do with non-equipment instructional supplies, field trips, it is kind of like an "other") classified, equipment, facilitates, technology and faculty. Technology and facilities are prioritized I another committee.</p> <p>Replacement positions go through college council. Divisions rank their priorities. When prioritizing they put each Division next to tech other on the Board. They prioritize for each. College Council is responsible to allocate resources to each category. Includes all divisions except the President's office (Don't know how Presidents office works)</p> <p>If we do at Division Level, then Instruction would have 3 number 1's, 2 for student services, 1 president, and 1 administrative services. President areas are treated like their</p>	

	<p>own areas: Marketing, Research, and Resource Development.</p> <p>Developed an Emergent Need process. Not an emergency. The PPR Reviews and goes to College Council, which makes recommendation to President. Grants that have deadlines outside of needs assessment. Emergent need is something that comes up like a state regulation.</p>	
<ul style="list-style-type: none"> Discuss adding a requirement that program level outcomes are in the catalogue as part of the rubric for program level outcomes – refer to page 18 of ACCJC Standards (20 minutes) 	<p>Committee decided to insert into rubric now and do not score them on it this year.</p>	<p>Keith will add to the rubric.</p>
<ul style="list-style-type: none"> Review the President’s letter (10 minutes) 	<p>The committee reviewed and discussed.</p>	
<ul style="list-style-type: none"> The first meeting with the program to review their program review is on November 5, 2018 (5 minutes) 	<p>Office of Institutional Effectiveness, Research and Planning will be reviewed.</p>	
<ul style="list-style-type: none"> Next meeting is November 5, 2018 in LRC-110 (5 minutes) 		
<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"> 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>