Crafton Hills College					Date: November 5, 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		P
Co-Chair: Patricia Menchaca	P	Meridyth McLaren	P	Giovanni Sosa		P
Tom Bryant	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
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…		
• Review the minutes from October 22, 2018 (5 minutes)	The October 29, 2018 minutes approved as written.	
• Review the proposed prioritization process (10 minutes)	The committee reviewed and discussed.	Keith will update to color code by area.
• Meet with the Office of Institutional Effectiveness, Research, and Planning (OIERP) to review the plan (30 minutes)	The committee reviewed and discusse3d the submitted OIERP program review with Gio Sosa.	
• Draft feedback for the OIERP (15 minutes)	I like the coaching idea identified in the plan and did a good job of answering the questions. In the pattern of service, had data on evidenced based decision making through to 2016-17. Is the data available for 2017-2018? Where are things at with the Did you Know newsletter? What did you learn from sharing data with Chaffey College? In efficiency in operations and resource and objective 2.6 you mention the Web Site as an important strategy. How are things going with keeping the web page up-to-date and current with completed research project? Where are things at with the percent of courses assessed this year? How are we doing? How are things going with addressing Standard IB6?	

• Review the proposed language for the PLO rubric item for instructional programs – refer to page 18 of ACCJC Standards (15 minutes)	The committee reviewed and approved the PLO rubric language revision.	
• The next program meeting with the PPRC is Resource Development on November 19, 2018 followed by the Tutoring Center on November 26, 2018 (5 minutes)	The committee discussed moving PPR annual plan for the tutoring center to Feb 2019.	
• Next meeting is November 19, 2018 in LRC-110 (5 minutes)		

2.0 Inclusiveness
The College and its structures and processes are characterized by inclusiveness, openness to input, and respect…

• Other Items	• 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 • Alternative data measures • Discuss word count • Explore different web tools for program review • Discuss adding frequently made mistakes	

Mission Statement	Vision Statement	Institutional Values
The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.	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.	Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.