

# Crafton Hills College

Date: February 4, 2019  
 Time: 3:00 PM – 4:45 PM  
 Location: LRC-110

## PPR Minutes

<b>Committee Members</b>	P		P		P
Co-Chair: Keith Wurtz	Y	Karen Peterson	Y	Mike Strong	Y
Co-Chair: Patricia Menchaca	Y	Meridyth McLaren	Y		
Tom Bryant	Y				

### 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 January 28, 2019 (3 minutes)</li> </ul>		
<ul style="list-style-type: none"> <li>Art will meet with PPRC on February 25<sup>th</sup> and plan is due on February 18 (2 minutes)</li> </ul>	Patricia and Meridyth are going to meet with the Art program to work on plan and review goals.	
<ul style="list-style-type: none"> <li>Discuss request of Sociology and Anthropology to combine programs into one program (10 minutes)</li> </ul>	By consensus the PPRC agreed that Sociology and Anthropology can be combined into one program.	
<ul style="list-style-type: none"> <li>Meet with the Career Center program at 3:45 (30 minutes)</li> </ul>	The committee met with the Career Center program and reviewed the plan.	
<ul style="list-style-type: none"> <li>Meet with the Honors program at 4:15 (30 minutes)</li> </ul>	The committee met with the Honors program and reviewed the plan.	
<ul style="list-style-type: none"> <li>Draft feedback for the Career Center (10 minutes)</li> </ul>	The committee drafted the Career Center Program feedback.	
<ul style="list-style-type: none"> <li>Draft feedback for the Honors Program (10 minutes)</li> </ul>	The committee drafted the Career Center Program feedback.	
<ul style="list-style-type: none"> <li>Review of one-time funds (30 minutes)</li> </ul>	Mike reviewed the one-time funds in program review.	Mike will take to President's Cabinet and Crafton Council.
<ul style="list-style-type: none"> <li>Review the updated timeline and finalize (5 minutes)</li> </ul>	The committee reviewed the updated timeline and finalized the new timeline.	
<ul style="list-style-type: none"> <li>Review the updated schedule and finalize (5 minutes)</li> </ul>	The PPRC agreed to postpone the Paramedics four-year plan to next year because of the miscommunication.	
<ul style="list-style-type: none"> <li>The next programs meeting with the PPRC are CIS and Chemistry on February 25, 2019 (5 minutes)</li> </ul>	Keith reminded the committee that the next programs for review were the CIS and Chemistry programs.	
<ul style="list-style-type: none"> <li>Next meeting is February 25, 2019 in LRC-110 (5 minutes)</li> </ul>	Keith reminded the committee that the next meeting was on February 25, 2019 in LRC-110.	
<b>Future Meetings</b> <ol style="list-style-type: none"> <li>March 4<sup>th</sup>: Review categories</li> <li>March 18<sup>th</sup>: Review 5 of the 2 yr plans</li> <li>April 1<sup>st</sup>: Review 5 of the 2 yr plans</li> <li>April 15<sup>th</sup>: Review 5 of the 2 Yr plans</li> </ol>		

<p>Note: If we are unable to make through the 15 2 yr plans we agreed to meet on April 15<sup>th</sup> when a meeting was not originally scheduled.</p>		
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**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> <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>• 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>	
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<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>
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