

Crafton Hills College

Date: Mar 29, 2021

Time: 3:00 PM – 4:45 PM

Location: Zoom

PPR Minutes

Committee Members	P		P		P
Co-Chair: Giovanni Sosa	P	Karen Peterson	P	Artour Aslanian	P
Co-Chair: Julie McKee	P	Meridyth McLaren	P	Shirley Juan	P
Keith Wurtz	A	Nick Reichert	A	Delmy Spencer	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 Mar 15, 2021 (5 minutes) 	<p>Minutes approved as written.</p>	
<ul style="list-style-type: none"> Continue discussion concerning potential enhancements to the PPR process (45 minutes) 	<p>Reviewed key points from last meetings discussion, listed below. Action items were discussed for each and noted in further action.</p> <ul style="list-style-type: none"> After developing our new college mission, vision, and values – use this as an opportunity to tell the different areas on campus to update their alignment with these statements (towards the beginning of the next academic year) Deans’ work – Integrate PPR as a part of the part-time orientation. Have someone from PPR Committee go there and discuss the basics of the process. Make a distinction between the kinds of items to be included on their PPR and what to ask instruction or other larger areas for. PPR coaching: We need to ease people into it so they feel more comfortable meeting with their coaches for the first time. Maybe we can reach out to them earlier (in the prior Spring). We can also kickstart this segmental PPR work off at in-service. Collect PPR feedback from those that participated in the process this year (PPR Survey). Revise directions in the PPR tool to be clearer or to be more helpful to others. 	<ul style="list-style-type: none"> New mission and vision for CHC is ongoing, will discuss at later date. Committee members should attend department orientations for faculty and discuss PPR processes, including documenting learning outcomes. Possibly having a sample list of the kinds of items that their instructional department or other areas should pay for and not be included on their PPR, i.e., hiring full time faculty member. Committee member suggested President Horan and Keith Wurtz be part of the conversation, including presidents cabinet. Introduction to the PPR coaches at In-Service. When working with areas, reviewing PPR rubric and review the resubmission process. A survey is in development, will review at next committee meeting, distribution is set for April. Committee discussed revising the PPR tool language and directions to

	<ul style="list-style-type: none"> • To combat some of the cynicism involved with this process, it would be helpful if we had an after-action report from departments. For those that had items funded through the PPR process, inquire how it helped them in their work with students. • Send each program due for a 4yr plan PPR an exemplar that is closely related to their program • Stressing the importance of why PPR matters • We need to have clearer language inside the PPR tool itself to distinguish between the mission and vision sections to reduce confusion. • OIERP PPR resource page simplification – there are a lot of good resources, but the page could be tailored to different areas with a more simplified layout and even more helpful resources for each area. 	<p>ensure its clear and concise; this process needs to be done with TESS for tech support. Also, revamping submission rubric language and other helpful ways to ensure an easier and clear process. Lastly, rephrasing literature by replacing “Annual Plan” with 2-year plan (with TESS support) but also updating the schedule/timeline language to distinguish between all PPR reviews. Artour suggested possibly assigning sections of the PPR tool to review questions and make suggestions for revision. Then collectively review at a committee meeting together.</p> <ul style="list-style-type: none"> • Artour suggested that we demonstrate how programs were impacted in a positive way through participating in programs review, this may combat the cynicism towards PPR process. Meredith suggested making the distinction on what goes into PPR beforehand. Julie suggested defining what we call PPR areas, i.e., program, discipline, unit, department, service areas, so it is less confusing. • For exemplars – send them campus wide via email and share it at in-service. • Why PPR matters – develop and include language in the PPR tool (Keith and Nick?) • Allocate time to sharing new MVV at fall in-service and stress the importance of alignment • OIERP resource page simplification – separate by area (instruction, student service, admin services). Consider an FAQ format
<ul style="list-style-type: none"> • Review and discuss feedback for 2yr plans from Chemistry, Foreign Language, Honors, and Research (25 min) 	<p>Chemistry, Foreign Language, and Honors in need of revisions to outcomes section (Q4)</p>	<p>Research to contact each program to offer support in preparing and submitting revisions</p>
<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"> • 	
<p>Mission Statement</p>	<p>Vision Statement</p>	<p>Institutional Values</p>

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.