

Crafton Hills College

Date: Apr 19, 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	P	Nick Reichert	P	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 Apr 5, 2021 (5 minutes) 	<p>Minutes approved as written.</p>	
<ul style="list-style-type: none"> Continue discussion concerning potential enhancements to the PPR process (30 minutes) 	<p>Further action discussed and noted, originally reviewed at 3/29/21 meeting.</p> <ul style="list-style-type: none"> Developing our new college mission, vision, and values. 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 president's 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. 	<ul style="list-style-type: none"> New mission and vision for CHC is ongoing, will discuss at later date. Committee members/coaches attend faculty department meetings, and PT faculty orientations. Invite Mike Strong to discuss coming up with a sample list of items that should not be included in the PPR. Gio will reach out to Kashaunda Harris and Kay Weiss to discuss a workshop slot for August's In-Service day. Committee reviewed, Artour to distribute survey this by April 30th.

	<ul style="list-style-type: none"> • Committee discussed revising the PPR tool language and directions to 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. • Artour suggested that we demonstrate how programs were impacted in a positive way thought 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 FA format. 	<ul style="list-style-type: none"> • Committee will revisit at next meeting, will assign questions within PPR then. • Highlighting exemplary PPR submissions along with what is being funded. The term “PPR Unit” will be used moving forward, all documentation will need updating. • In-Service day highlight. • Develop an intro for the top of the tool, will continue to discuss. • Gio will reach out to Kashaunda Harris and Kay Weiss to discuss
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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"> • 	
<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>