

Crafton Hills College Planning and Program Review Minutes

Date: April 2, 2012

Members:

Denise Allen
 Cheryl Marshall
 Jessica McCambley
 Lucas Manning
 Michelle Riggs
 Michael Strong
 Rebecca Warren-Marlatt
 Gary Williams
 Sherri Wilson
 Keith Wurtz
 Margaret Yau

Laura Record (Recorder)

TOPIC	DISCUSSION	FURTHER ACTION
Minutes, March 26, 2012		Approved as written
Reminder, Objective Prioritization April 16, 12:00-4:30 p.m. LRC 135. Lunch to be provided.		Reminder to remain on agenda until April 30
Proposed revisions: PPR forms, Service Units (Wurtz and Allen)	Keith shared the revisions to Instructional and Service area forms. The group recommended minor changes.	Keith will make the revisions and will share them with the group on April 9.

<p>Report, ACCJC Workshop (Keith, Rebecca, Michelle, Cheryl)</p>	<p>Rebecca, Keith, Michelle, and Cheryl shared their experience at a recent ACCJC workshop concerning integrated planning and program review. Observations included the following:</p> <ul style="list-style-type: none"> • CHC’s process is both transparent and sustainable • CHC appears to be the only institution that prioritizes objectives rather than resources • CHC has a good process for eliciting feedback from participants in order to improve the PPR process • Compared to some colleges, CHC’s process is relatively simple, e.g. we only have one PPR committee, not four! • Simplicity is better. • It’s important to remember that the purpose of PPR is program-level and institutional improvement. • Barstow has a lovely way of linking course-level SLO’s, program outcomes, and ILO’s. We should steal it. • Some colleges have a budgetary set-aside to fund resources identified as a priority in the PPR process. • We might want to develop a list of program improvements that have been made as a result of the PPR process 	<p>Consider developing lists of improvements made by participants in PPR</p> <p>Discuss budget set-asides for resources attached to high-priority objectives</p>
<p>Distressed Program Feedback, Review: Respiratory Care, Business/Accounting/Marketing, Physics/Astronomy, Psychology, Library</p>	<p>The committee reviewed drafts of the committee feedback to last year’s distressed programs. Results: Respiratory Care and Business/Accounting/Marketing were removed from Distressed status. Psychology, Physics/Astronomy, and Library were continued on Distressed status.</p>	<p>Rebecca will make recommended changes and send feedback to participants. Library feedback will be revised and sent to committee members for additional review before sending.</p>

Summary, Program Health: Classification of Programs as Exemplary, Healthy, Healthy with Specific Concerns, Distressed	<p>Keith provided the group with the program health and document quality grids for instructional and non-instructional programs. The following programs have been identified as Exemplary:</p> <ul style="list-style-type: none"> • Maintenance • English <p>The committee discussed the designation of 'Distressed' for several programs.</p>	Discussion continued to April 9 th meeting.
Committee Self-Evaluation		Tabled to next meeting
Adjournment		4:45
<p>Mission Statement The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.</p>	<p>Vision Statement The vision of Crafton Hills College is to be the premier community college for public safety and health services careers and transfer preparation.</p>	<p>Institutional Values Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.</p>

Program	Feedback Reviewed	Feedback Sent
Anatomy & Phys (2/6/12)	2/27/12	2/29/12
Bookstore (11/28/11)	12/5/11	2/29/12
Cafeteria (12/5/11)	3/5/12	3/28/12
CBO/Facilities/Business Office	3/26/12	3/28/12
Custodial Services (2/6/12)	2/27	2/29/12
Emergency Training Center (1/26/12)	2/6/12; 2/13/12; 2/27 (to be finalized)	3/28/12
English (2/27/12)	3/5/12	3/28/12
Fire Technology (1/26/12)	3/5/12 (initial)	3/26/12
Maintenance (11/28/11)	12/5/11	12/12/11
Marketing & Public Relations (11/28/11)	12/5/11	12/12/11
Microbiology (2/13/12)	2/27/12	2/29/12
Public Safety (1/30/12)	2/6/12	2/29/12
Radiologic Technology	1/23/12 (correction #2)	2/29/12
Reading (2/27/12)	3/26/12	3/28/12
Resource Development (11/14/11)	11/28/11; 12/5/11	12/12/11
Technology Services (11/14/11)	11/28/11; 12/5/11	12/12/11
Tutoring (2/13/12)	2/27/12	2/29/12