

**Crafton Hills College Planning and Program Review Committee  
2023-2024 Timeline and Meeting Schedule  
Approved May 8, 2023**

The **twelve** units scheduled to complete a Program Review in 2023 – 2024 are listed below. Units scheduled to submit a four-year plan or two-year plan will be assigned a PPR Coach who will assist program writers in preparing their submission. Please refer to the Planning and Program Review Handbook as a guide to answering the questions and working in the web tool. **All Four-Year Program Reviews are due Monday, October 30, 2023.**

Office of the President	Administrative Services/Department	Instruction/Divisions and Department	Student Services/Division & Department
	Administrative Services Area (CBO, Communications, Facilities), Facilities (Custodial, Maintenance, & Grounds)	<b>Career Ed. &amp; Human Dev.</b>	<b>Counseling and Student Success</b>
		Child Development Center, Emergency Training Center, Fire Academy/Fire Technology, Paramedics	Financial Aid
		<b>Letters, Arts, Mathematics</b>	
		Tutoring Center, English (Includes Reading)	
		<b>Social, Info., &amp; Nat. Sciences</b>	
		Physics/Astronomy, Economics, Philosophy/Religious Studies	

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The **fourteen** units scheduled to complete a two-year plan in 2022-2023 are listed below. Programs completing a two-year plan need to review and update their goals, objectives, and SLOs and submit the two-year plans by the two-year plan due date: **All Two-Year Plans are due Friday, February 9, 2024.**

Office of the President	Administrative Services/Department	Instruction/Division and Department	Student Services/Division & Department
		<b>Career Ed. &amp; Human Dev.</b>	<b>Counseling and Student Success</b>
		Allied Health / Respiratory Care      Radiologic Technology	Counseling, Dual Enrollment, Transfer Center
		Emergency Medical Services	
		<b>Letters, Arts, Mathematics</b>	
			<b>Student Development</b>
		<b>Social, Info., &amp; Nat. Sciences</b>	Health & Wellness, Student Life, Veterans Center
		Business/Accounting/Marketing, Multimedia, Spanish, Speech Communication/Journalism, Kinesiology/Health Education/Athletics	

<b>2023-2024 PPR Committee Members and Coaching Assignments</b>			
PPR Committee Member	Email	4YR PPR Unit(s) Member is Coaching	2YR PPR Unit(s) Member is Coaching
Shirley Juan	<a href="mailto:sjuan@craftonhills.edu">sjuan@craftonhills.edu</a>	Physics/Astronomy	Dual Enrollment, Counseling
Meridyth McLaren	<a href="mailto:mmclaren@craftonhills.edu">mmclaren@craftonhills.edu</a>	Philosophy/Religious Studies	Kinesiology/Health Education/Athletics
Karen Peterson	<a href="mailto:kpeterso@craftonhills.edu">kpeterso@craftonhills.edu</a>	English (Includes Reading)	Student Life
Nick Reichert	<a href="mailto:nreichert@craftonhills.edu">nreichert@craftonhills.edu</a>	Administrative Services Area (CBO, Communications, Facilities)	Veterans Center
Ola Sabawi	<a href="mailto:osabawi@craftonhills.edu">osabawi@craftonhills.edu</a>	Fire Academy/Fire Technology, Paramedics	Multimedia, Emergency Medical Services
Giovanni Sosa (Chair)	<a href="mailto:gsosa@craftonhills.edu">gsosa@craftonhills.edu</a>	Facilities, Economics	Business/Accounting/Marketing, Spanish
Delmy Spencer	<a href="mailto:dspencer@craftonhills.edu">dspencer@craftonhills.edu</a>	Financial Aid	Transfer Center
Keith Wurtz	<a href="mailto:kwurtz@craftonhills.edu">kwurtz@craftonhills.edu</a>	Child Development Center, Emergency Training Center	Allied Health/Respiratory Care, Radiologic Technology

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Ruby Zuniga	<a href="mailto:rzuniga@craftonhills.edu">rzuniga@craftonhills.edu</a>	Tutoring Center	Speech Communication/Journalism, Health & Wellness
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Date(s)	Tentative Agenda for Committee Meeting	Program Review	Two-Year Planning
Aug. 11, F	In-Service Contact with Programs/Introduction of PPR Coaches		
<b>Aug. 14, M</b>	<b>No Meeting</b>	<b>Send link to PPR data to chairs, timeline to deans, chairs, and other writers. Include memos and instructions to PPR units by August 14.</b>	
Aug. 28, M	Prioritization of 22-23 Objectives		
<b>Aug. 30, W</b>	<b>No Meeting—PPR and 2Yr Workshops</b>	<b>Q and A workshop (Coaches' Meeting with Units):</b> <b>PPR/2Yr Plans: 12:00 to 1:30pm: Zoom (Link to be sent out campus-wide via email by 8/16)</b>  <b>Q and A workshop (Coaches' Meeting with Units):</b> <b>PPR/2Yr Plans: 3:00 to 4:30pm: Zoom (Link to be sent out campus-wide via email by 8/16)</b>	
Sept. 11, M	First PPRC meeting—review of charge, process, timeline handbook		
Sept. 25, M	PPRC Meeting—Coaches Check-in		
Oct. 9, M	PPRC Meeting—Coaches Check-in		
Oct. 23, M	PPRC Meeting—Coaches Check-in		
<b>Oct. 30, M</b>	<b>All PPR Plans Due</b>		
Nov. 6, M	PPRC Meeting—Plan Review and Discussions		
Nov 27, M	PPRC Meeting—Plan Review and Discussions		
Dec. 11, M	PPRC Meeting—Plan Review and Discussions		
Jan. 12, F	In-Service Contact with Programs/Introduction of PPR Coaches		
Jan. 22, M	PPRC Meeting—Plan Review and Discussions		
<b>Jan. 29, M</b>	<b>No Meeting</b>		<b>Deadline, 2Yr plans due to Deans/Managers</b>
Feb. 5, M	PPRC Meeting—Plan Review and Discussions		
<b>Feb 9, F</b>	<b>No Meeting</b>		<b>Deadline, units submit finalized 2Yr plans using the PPR Web Tool.</b>
Feb 12, M	PPRC Meeting—Plan Review and Discussions		

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Feb 20, T	Management Meeting – Review of Objectives and Resource Requests		
Feb 26, M	PPRC Meeting—Plan Review and Discussions		
<b>Date(s)</b>	<b>Tentative Agenda for Committee Meeting</b>	<b>Program Review</b>	<b>Two-Year Planning</b>
March 11, M	PPRC Meeting—Plan Review and Discussions		
<b>March 15, F</b>	<b>No Meeting</b>	<b>Deadline for departments to prioritize objectives (Roll-up Submission)</b>	
March 25, M	PPRC Meeting—Plan Review and Discussions		
<b>April 5, F</b>	<b>No Meeting</b>	<b>Deadline for divisions to prioritize objectives (Roll-up Submission)</b>	
April 8, M	PPRC Meeting—Plan Review and Discussions		
<b>April 19, F</b>	<b>No Meeting</b>	<b>Deadline for areas to prioritize objectives</b> PPR survey distributed to participants by April 29	
April 22, M	PPR Committee Meets to discuss process recommendations, revisions to PPR web tool, finalize timeline and schedule for following year		
<b>May 6, M</b>	<b>Long meeting: PPR Committee Prioritizes Objectives from Area Plans</b>		
<b>May 14, T</b>	<b>No Meeting, Cabinet meets to discuss PPR recommendations</b>		
<b>May 20, M</b>	<b>Deadline, President’s Memo to PPR and to the Campus Community</b>		