Agenda

- PPR 4-YR Schedule & Deadline
- PPR Resources & Coaching Support
- Overview of PPR Plan Requirements
- Rubric Rating Updates
- Question 10 Update
- Dashboard Updates

What PPR update do I have scheduled?

Crafton Hills College
Four-Year Planning Schedule – Start Year 2024-2025

Requirements for Each Type of Plan

1. **SLOs (Copy prior plan and submit)** – Programs need to continue assessing and reporting SLOs using the SLO Cloud reporting tool. Plan needs to be copied from the prior year and finalized by the Two-Year Plan due date. (Note: units that are categorized as needing improvement will be required to complete an update every year until they have been removed from this status. See requirements for Two-Year Plan if you unit has been categorized as needing improvement.)
2. **2yr – (Two-Year Plan) (Questions #4 and #10 need to be updated)** – Review and update the goals and objectives and the SLOs. Submit the finalized two-year plan by the due date in the spring term (see PPR Timeline for date). The PPRC will review each two-year plan and provide written feedback.
3. **PR** – Program Review – Complete all questions and write a four-year plan. **Please note**: You will not be able to copy over prior year goals, objectives, and resource requests for Question 10.

Please Note: Include SLO/SAO assessment data from at least the prior year.

	2024 2025	2025 2026	2026 2027	2027 2028	2028 2029	2029 2030	2030 2031
Office of the President	0	0	1	0	0	0	1
Institutional Advancement	2yr	SLO	PR	SLO	2yr	SLO	PR
Administrative Services	2	0	1	0	2	0	1
Athletics/Aquatics Program	PR	SLO	2yr	SLO	PR	SLO	2yr
Facilities (Custodial, Maintenance, & Grounds)	PR	SLO	2yr	SLO	PR	SLO	2yr
Technology Services	2yr	SLO	PR	SLO	2yr	SLO	PR
Instruction							
Social, Information, and Natural Sciences	10	1	2	1	10	1	2
Biological Science and Physical Science							
Biological Sciences	PR	SLO	2yr	SLO	PR	SLO	2yr
Chemistry	2yr	SLO	PR	SLO	2yr	SLO	PR
Earth Science (Environmental Science, Geography, Geology, Oceanography)	PR	SLO	2yr	SLO	PR	SLO	2yr
Physics/Astronomy	PR	SLO	2yr	SLO	PR	SLO	2yr
College Honors Institute	2yr	SLO	PR	SLO	2yr	SLO	PR
Kinesiology/Health Education/Athletics	SLO	PR	SLO	2yr	SLO	PR	SLO
Mathematics	PR	SLO	2yr	SLO	PR	SLO	2yr
Social and Cultural Studies							
Philosophy/Religious Studies	SLO	2yr	SLO	PR	SLO	2yr	SLO
Sociology	PR	SLO	2yr	SLO	PR	SLO	2yr
Social Sciences							
Anthropology	PR	SLO	2yr	SLO	PR	SLO	2yr
History	PR	SLO	2yr	SLO	PR	SLO	2yr
Political Science	PR	SLO	2yr	SLO	PR	SLO	2yr
Psychology	PR	SLO	2yr	SLO	PR	SLO	2yr
STEM Program and Center	PR	SLO	2yr	SLO	PR	SLO	2yr

Approved by PPRC on May 13, 2024

A [PPR schedule](#) is provided on the PPR resource webpage.

In it you will find the scheduled update (4yr, 2yr, SLO/SAO) by academic year and academic program/service area. SLO updates can be done through the [SLO Cloud](#).

Please note: You will not be able to copy over prior year goals, objectives, and resource requests for Question 10.

Deadline
4-Yr PPR Plans are due October 28th.

Crafton Hills College Planning and Program Review Committee
2024-2025 Timeline and Meeting Schedule
Approved May 13, 2024

The **twenty** units scheduled to complete a Program Review in 2024 – 2025 are listed below. Units scheduled to submit either 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 28, 2024.**

Office of the President	Administrative Services/Department	Instruction/Divisions and Department	Student Services/Division & Department
	Athletics/Aquatics, Facilities (Custodial, Maintenance, & Grounds)	**Career Education & Human Development**	**Student Services & Counseling**
		Child Development and Education	Student Accessibility Services, EOPS/CARE/Foster Youth
		Letters, Arts, and Instructional Support	**Student Services & Student Development**
		American Sign Language, Library, Music, and Theatre Arts	Admissions and Records
		Social, Information, & Natural Sciences	
		Biological Sciences, Earth Science, Physics/Astronomy, Mathematics, Sociology, Anthropology, History, Political Science, Psychology, STEM Program and Center	

PPR Resources

Program Review and Submission
- PPR resource page
- *PPR web tool*

Program Review Documents
- *handbook* and *schedule*

Dashboards
- *PPR Dashboards includes course completion and success rates,*
- *demographics, fill rate and other helpful resources*

Planning Step-by-Step Guides
- Updating PPR Question 10 for 4yr Plans
- *Copying PPR Plan in Tool*

- *Exemplary Program Reviews*

- *Need data, submit a Research Request, also found on the OIERP Home Page*

Planning and Program Review Resources

Funding Status of Prioritized Objectives
PPR FAQ
Archives

Program Review Links
- Link to the Planning and Program Review (PPR) Web Tool
- Link to the PPR Committee Website
- Program Review Cheat Sheet

Program Review Documents
2024-2025
- 2024-2025 PPR Handbook: 15th Edition
- 2024-2025 Schedule: 2024-2031
- 2024-2025 PPR Timeline
- PPR Prioritized Objectives Dashboard
- CHC Integrated PPR Excellence in Planning Presentation PDF
- PPR Objective Prioritization Process

Instructional
- 2024-2025 PPR Instructional Questions
- 2024-2025 PPR Instructional Rubric & Feedback Form (4-YR Plans)
- 2024-2025 PPR Instructional Rubric & Feedback Form (2-YR Plans)

Instructional Data Dashboards
- Demographics (Unduplicated by Year) (Question 6.a)
- Course Completion and Success Rates (Rubric Item 5.a.i and 5.a.ii)
- FT/PT Faculty Ratio (Rubric Item 5.a.iii)
- WSCH/FTEF Ratio (Rubric Item 5.a.iv)
- Fill Rate (Rubric Item 5.a.v)
- Degree and Certificate Completion (Question 6.b)

Non-Instructional
- 2024-2025 PPR Non-Instructional Questions
- 2024-2025 PPR Non-Instructional Rubric & Feedback Form

Planning Step-by-Step Guides
- Updating PPR Question 10 for 4yr Plans
- Copying PPR Plan in Tool
- How to Edit Progress on Goals, Objectives, and Actions PDF
- CHC Goals & Objectives PPR Web Tool Guide PDF
- How to Write Goals and Objectives PDF
- Active Verbs for Writing Goals and Objectives PDF
- How to combine objectives at the Department, Division, and Area Levels PDF

Exemplary Program Reviews

PPR Coaching

A PPR Coach is assigned to every program/service area that is scheduled to submit a four-year or two-year plan.
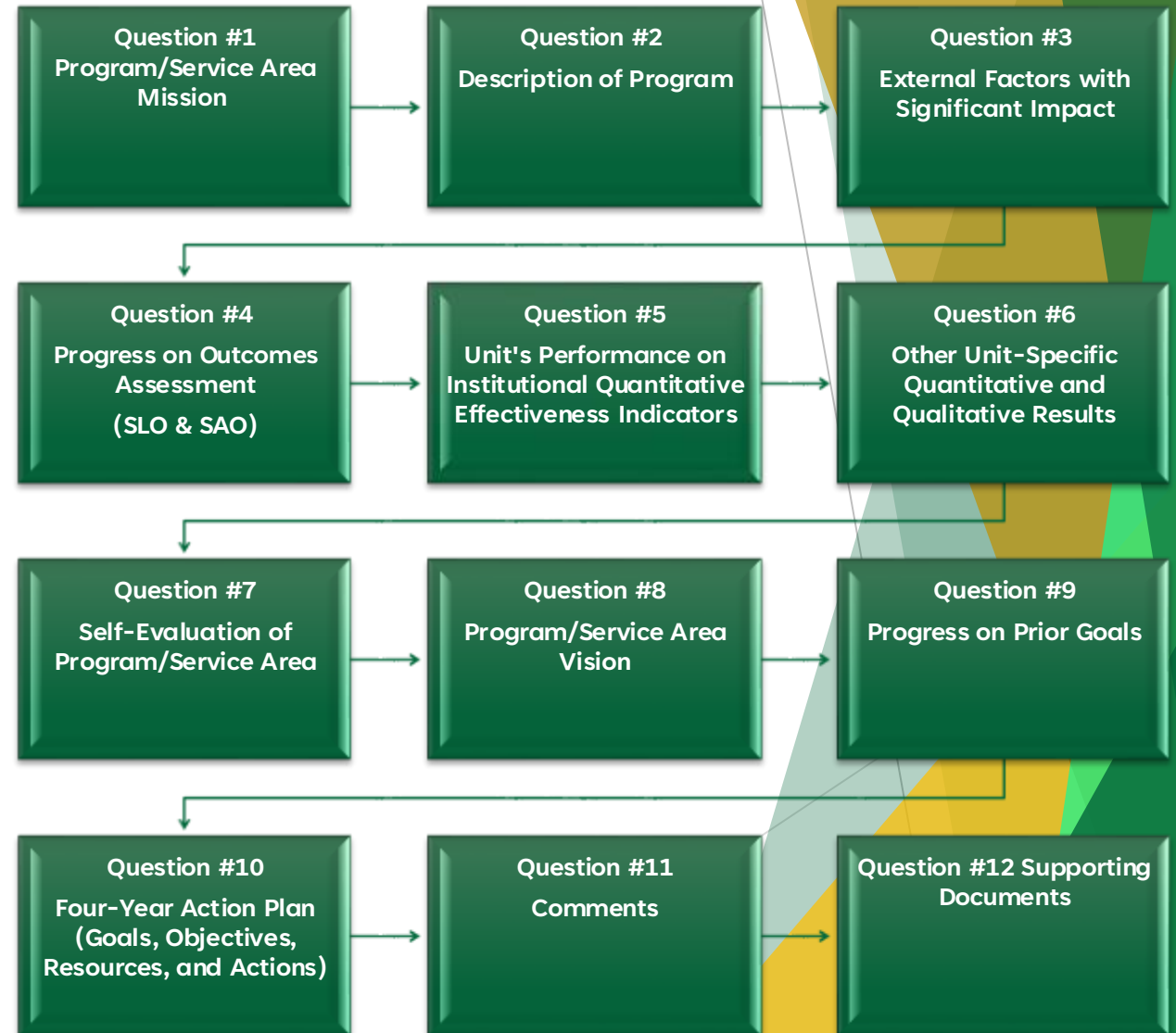
The role of coaches is multi-faceted:

▶ They offer program writers with the support and resources needed for the development of a comprehensive plan at every step of the process.

▶ They serve as liaisons and advocates for program units during the entire review process.

▶ For more details, please see PPR handbook.

2024-2025 PPR Committee Members and Coaching Assignments			
PPR Committee Member	**Email**	**4YR PPR Unit(s) Member is Coaching**	**2YR PPR Unit(s) Member is Coaching**
Shirley Juan	sjuan@craftonhills.edu	Biological Sciences, Sociology	Foreign Language
Meridyth McLaren	mmclaren@craftonhills.edu	Mathematics	Computer and Information Sciences
Karen Peterson	kpeterso@craftonhills.edu	Child Development and Education	Art
Nick Reichert	nreichert@craftonhills.edu	Library	Institutional Effectiveness
Diana Vaichis	dvaichis@craftonhills.edu	Earth Science, Political Science, STEM Program and Center, American Sign Language	College Honors Institute, Distance Education
Giovanni Sosa (Chair)	gsosa@craftonhills.edu	Facilities, Physics/Astronomy, Music, Psychology	Institutional Advancement, Technology Services
Delmy Spencer	dspencer@craftonhills.edu	EOPS/CARE/Foster Youth	CalWORKs
Keith Wurtz	kwurtz@craftonhills.edu	History, Anthropology, Theatre Arts	Chemistry
Ruby Zuniga	rzuniga@craftonhills.edu	Athletics/Aquatics, SAS, Admissions and Records	Professional Development, Career Center

What does the PPR plan require?

The two most critical sections in a PPR plan are in relation to outcomes assessment and setting goals and objectives.

NOTE: 4 YR PPR Plans are tasked with updating all questions.

Question #1
Program/Service Area Mission

Question #2
Description of Program

Question #3
External Factors with Significant Impact

Question #4
Progress on Outcomes Assessment
(SLO & SAO)

Question #5
Unit's Performance on Institutional Quantitative Effectiveness Indicators

Question #6
Other Unit-Specific Quantitative and Qualitative Results

Question #7
Self-Evaluation of Program/Service Area

Question #8
Program/Service Area Vision

Question #9
Progress on Prior Goals

Question #10
Four-Year Action Plan (Goals, Objectives, Resources, and Actions)

Question #11
Comments

Question #12 Supporting Documents

Rubric Rating

Instructional Rubric

Question # / Variable	Rating	Score	Comments
6.a and 6.c Program Student Demographics	3 = The program has analyzed its program student demographics in relation to the college demographics. The program has identified any discrepancies, and developed a plan that is included in the action plan (i.e. Q10) to address discrepancies. If no discrepancies are present, then the program offered strategies that it will continue to employ to maintain equity in the program. Q10 was also used to highlight these strategies and/or offer resource requests in support of these efforts.		

Non-Instructional Rubric

Question # / Variable	Rating	Score	Comments
6.a and 6.c Program Student Demographics **(Student Services Only)**	3 = The program has analyzed its program student demographics in relation to the college demographics. The program has identified any discrepancies, and developed a plan that is included in the action plan (i.e. Q10) to address discrepancies. If no discrepancies are present, then the program offered strategies that it will continue to employ to maintain equity in the program. Q10 was also used to highlight these strategies and/or offer resource requests in support of these efforts. 2 =. The program has analyzed its program student demographics in relation to the college demographics but has not identified existing discrepancies, developed a plan to address the discrepancies, or discussed how it intends to maintain equity in the program. 1 = The unit has not analyzed its program student demographics in relation to the college demographics. 0 = No response offered.		

Question 10 Update
Four-Year Action Plan (Goals, Objectives, Resources, and Actions)

Plans for Earth Science (Geology / Geography / Oceanography) >> **2024-2025 Earth Science (Geology / Geography / Oceanography) CHC Instructional Program Review 2024-2025** >> **Goals/Objectives/Resource Requests/Actions/Activities**

- Add Goal ⬅
- Return to Editing this Plan

10. Four-Year Action Plan (Goals, Objectives, Resources, and Actions)

NOTE: Beginning in Fall 2024, prior-year goals, objectives, and resource requests will not be copied over to the current-year plan. Writers are required to manually enter goals, objectives, and any applicable resource requests.

Rubric Item: Reflect on your responses to all the previous questions. Complete the Four-Year Action Plan, entering the specific program goals (goal rubric) and objectives (objective rubric) you have formulated to maintain or enhance your strengths, or to address identified weaknesses. **In writing your objectives and developing your resource requests, take into account student learning and program assessment results**. Assign an overall priority to each goal and each objective. In addition, enter any actions and/or resources required to achieve each objective. (Click here to see a definition of goals, objectives, actions, and how they work together.)

Plans for Earth Science (Geology / Geography / Oceanography) >> **2024-2025 Earth Science (Geology / Geography / Oceanography) CHC Instructional Program Review 2024-2025** >> **Goals/Objectives/Actions/Activities**

New Goal

* Goal : 1. Increase Student Enrollment

* Priority Rank : 1

Save   Cancel

Note: For the step-by-step instructions to update Question 10 (Goals, Objectives, Resources, and Actions), please refer to the Updating PPR Question 10 PDF.

Four-Year Action Plan (Goals, Objectives, Resources, and Actions)

Question #10 of the PPR plan focuses on the four-year action plan.

Updates include:

- Goals and objectives revisions

- Priority Ranking

- End date

- Resource request description, rationale revisions

- Resource Type

- Actions/Activities revisions

Goal: 2. Engage in Practices that Prioritize and Promote Inclusivity, Equity, Anti-Racism, and Human Sustainability
Priority Rank: 2

Objectives:
- **2.1 - Objective** - Develop a data and planning coaching model in which faculty and staff play an expanded role in enhancing data literacy and access across the college (tied to SAOs 1011b & 1011e).

  Priority Rank: 2
  Start Date: 09/01/2022 **End Date:** 12/29/2026
  Responsible Person: Dean, OIERP
  Strategic Direction: None
  Impact Type: Site
  Institutional Learning Outcome: 1. Critical Thinking

  Resource Requests:
  - **2.1.r1 - Reassign/Stipend for Faculty/Staff**

    Description
    Obtain funding to offer reassigned time or stipends to faculty/staff agreeing to serve as data and planning coaches for the college.

    Rationale
    Many colleges around the state and country have adopted this approach -- it empowers folks outside the research office to become engaged with data and evidence, and to become stewards for data-informed decision-making. In other colleges, this has resulted in enhancing the use of data/evidence for informed decision-making and has increased the capacity of the college to field the array of data/research requests that it receives. Moreover, this will help address the SAO gaps we discussed question 4, namely to the findings stemming from the campus climate survey. Specifically, our college adopting a data/planning coaching model will likely result in the enhancement of data literacy (quantitative and qualitative) across the campus (SAO 1011e). The coaches would also help in enhancing awareness of the findings our office shares via its "Did You Know?" reports, which is in support of SAO 1011b.

    Resource Type: Ongoing

  Actions/Activities:
  - **2.1.a1 - Identify funding source for data and planning coaches**

    In addition to offering the training necessary to serve in this capacity, we need to identify the funds necessary to compensate individuals willing to serve as data coaches, or as the data coaching lead. An tentative funding source has been identified (Streamlining Project), but will keep this activity in place until the funding is allocated.

Instructional & Non-Instructional Rubric

Question # / Variable	Rating
10. Goals	3 = Unit has identified goals that are clearly related to the results of its self-evaluation, reflect the big picture, and are ambitious but attainable. Each goal's scope is such that its achievement would represent significant progress. 2 = Unit has identified goals that are somewhat related to the results of its self-evaluation, only moderately reflect the big picture, and/or are either not ambitious enough or not attainable. Each goal's scope is such that its achievement would represent moderate progress. 1 = Unit has not identified goals, and/or goals are unrelated to the results of its self-evaluation, fail to reflect the big picture, and/or are trivial. Each goal is of such limited scope that its achievement represents insignificant progress. 0 = No response offered.
10. Objectives	3 = Unit has identified objectives that are clearly related to the results of its self-evaluation, concrete, specific, measurable, and reasonable with respect to scope and timeline. If an objective includes resources, the rationale shows that they are necessary to achievement of the objective. 2 = Unit has identified objectives that are somewhat related to the results of its self-evaluation, only partially concrete, specific, measurable, and reasonable with respect to scope and timeline. If an objective includes resources, the rationale shows that they are somewhat related to achievement of the objective. 1 = Unit has not identified objectives, and/or objectives are unrelated to the results of its self-evaluation, or objectives meet few or none of the characteristics specified in ratings 2 and 3. 0 = No response offered.

Completion & Success Dashboard Updates

Completion & Success Dashboard

► Enhancements include

  ► Inclusion of student programs (e.g., EOPS, SAS)

  ► Academic probation data

  ► Disaggregated ethnicity

  ► Disproportionate impact calculations

Completion and Success Rates Dashboard link:
https://www.craftonhills.edu/about-chc/research-and-planning/dashboards-links/completion-and-success-rates.php

Thank you for attending!

Please take a moment to fill out today's workshop evaluation.

https://rebrand.ly/FA24_PD_Evaluation

Any questions or suggestions?
Please contact us

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