

Crafton Hills College

Date: January 29, 2018

Time: 3:00 PM – 4:45 PM

Location: LRC-110

PPR Minutes

Committee Members	P		P		P
Co-Chair: Keith Wurtz	P	Karen Peterson	P	Kathy Bakhit	A
Co-Chair: Patricia Menchaca	P	Brandice Mello	A	Mike Strong	P
Tom Bryant	A	Meridyth McLaren	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 January 22, 2018 (5 minutes) 	The minutes for January 22, 2018 were approved with one correction.	Keith will make the revision.
<ul style="list-style-type: none"> Finalize the feedback for Counseling (5 minutes) 	The committee discussed, revised, and finalized the feedback for Counseling.	Keith will make the revisions and send the feedback to Counseling.
<ul style="list-style-type: none"> Review changes to the PPR 2017-2018 Schedule in red font (5 minutes) 	The committee discussed the proposed changes and offered feedback.	Keith will make revisions and will verify if review necessary for Financial Aid in 2019. He will email everyone regarding annual plan due dates.
<ul style="list-style-type: none"> Meet with Respiratory at 3:15 to review Program Review (30 minutes) 	The committee reviewed and discussed the submitted Respiratory program review with Dan Rojas and Dan Word.	
<ul style="list-style-type: none"> Meet with Radiological Technology at 3:45 to review Program Review (30 minutes) 	The committee reviewed and discussed the submitted Radiological Technology program review with Melissa Nguyen and Dan Word.	
<ul style="list-style-type: none"> Draft feedback for the Respiratory Program (10 minutes) 	The committee reviewed, scored the rubric, and drafted the feedback.	Keith will put this information together to review at the next committee meeting for a final review.
<ul style="list-style-type: none"> Draft feedback for the Radiological Technology Program (10 minutes) 	The committee reviewed, scored the rubric, and drafted the feedback.	Keith will put this information together to review at the next committee meeting for a final review.
<ul style="list-style-type: none"> Review the draft budget resource allocation process – Mike (5 minutes) 	The committee discussed the process and determined it is not a PPR charge; it is for the Budget Committee.	Mike will create a Did You Know page for all interested parties explaining this process and the uses of the different allocated funds.
<ul style="list-style-type: none"> Next meeting is February 5, 2018 where we will meet with the Business and History Programs (5 minutes) 	Keith reminded the committee of the next two programs, Business and History, to meet with the PPRC on February 5, 2018. Keith also reviewed the additional agenda items added to the Other Items portion of the agenda.	

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"> Other Items 	<ul style="list-style-type: none"> Provide questions for February 15 Open Forum 	
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	<ul style="list-style-type: none"> • Review the alignment of ACCJC standards with the rubric questions in the program review • Review the Valley Resource Prioritization Process • Review the Valley PPR Questions and Examples • Review the SBVC 2016-2016 Annual Program Review Report • Discuss feedback on the scheduling matrix from Faculty Chairs and adding morning and evening to the matrix to help inform student planning • Discuss process for adding programs to PPR – What is a program? • Adding a flag in program review that identifies district request • Full timers from instruction- programs disadvantaged? • Alternative data measures • Discuss word count • Explore different web tools for program review • Discuss adding frequently made mistakes 	
<p style="text-align: center;">Mission Statement</p> <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.</p>	<p style="text-align: center;">Vision Statement</p> <p>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 style="text-align: center;">Institutional Values</p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>