**Summary of Discussion Items for IP&B Summer 2016**

**September 27, 2016**

1. **Faculty Hiring Process**

The formal proposal has been created and will be submitted to PaRC for recommendation.

<http://www.foothill.edu/staff/irs/Draft_IPB_Proposal_2016_PaRC_Position_Prioritization.docx>

1. **Classified Hiring Process**

It was recommended that for classified staff positions when a position becomes vacant the manager should consult with the program review document in determining whether to recommend if the position should be refilled.

1. **New Faculty Request Form**

The committee discussed the idea of a having a form in addition to program review but did not reach agreement on the need for a proposal.

1. **Comprehensive Review Cycle Length**

The committee recommended that Foothill College continue with the 3 year program review cycle. Proposal has been created for recommendation to PaRC.

<http://www.foothill.edu/staff/irs/Draft_IPB_Proposal_2016_Length_of_Comprehensive_PR_Cycle.docx>

1. **TracDat Pilot**

Proposal has been created for recommendation to PaRC. The committee agreed to forward the proposal to PaRC for consideration in the fall.

<http://www.foothill.edu/staff/irs/Draft_IPB_Proposal_2016_Annual_PR_Pilot_Using_Tracdat.docx>

1. **Documented Process for Creation/Implementation of Learning Community Programs**

The *Notification of Intent to Develop* form was created for new initiatives/non-instructional programs to document the process for program development and implementation. The proposal has been created for recommendation to PaRC.

<http://www.foothill.edu/staff/irs/New_Initiative_Proposal.pdf>

1. **Follow-up for Annual Program Reviews and Associated Resource Request**

The committee recommended that OPC review the process and if appropriate recommend changes to PaRC.

1. **Linkage between Annual and Comprehensive Program Review**

The committee did not recommend any changes regarding linking the annual to the comprehensive program reviews.

1. **Classified Staff Involvement in Program Review**

The committee recommended that managers encourage wide participation in the program review process, including the involvement of classified staff. The Program Review Committee should include this in training with departments and in its review of program review documents.

1. **Discussion of Program Review in Winter Quarter**

There have been requests from faculty to consider moving program review to winter quarter. The Committee briefly discussed what such a program review timeline would look like in order to coincide with the PaRC and OPC calendars. It was decided that more discussion is needed before moving forward. This discussion item will be brought to the Program Review Committee (PRC) in the fall. PRC can then make a determination if a recommendation should be made to PaRC.

1. **Student Services Program Review**

Institutional Research and Planning will work with non-instructional units in 2016-17 to propose additional measures for program review data.

1. **Governance Handbook**

The committee recommended holding off on revising the 2012 Governance Handbook until next year.

The revision should include discussion of faculty searches that are not successful:

"Searches that fail are typically given an opportunity to go out again for the position. In the rare case where a failed search revert to the pool of available positions, the President explains the rationale for the position not being opened again"

1. **Charge of PaRC**

Since this was not part of IP&B’s summer charge the committee suggested that this be discussed at PaRC in the fall.