

Foothill College

Integrated Planning & Budget Task Force

Agenda
August 8, 2018
9:00am-10:30am

ITEMS	TOPICS
1	Meeting Minutes
2	Program Review Cycle
3	Program Review Template

Members in Attendance: Carolyn Holcroft, Rachelle Campbell, Lan Truong, Isaac Escoto, Doreen Finkelstein, Eric Reed, Ram Subramaniam, Melia Arken, Kristy Lisle, Debbie Lee

1) Meeting Minutes

- [The committee voted and approved the meeting minutes by consensus.](#)

2) Program Review Cycle

- The committee discussed the options for the comprehensive program review cycle: 3 years, 4 years, or 5 years.
- [The committee voted and approved the 5 year cycle for comprehensive program review.](#)
- Feedback on program review will identify specific areas needing improvement and those with commendations. Programs that have indicated actions for improvement or stabilization will address the weakness in the annual program review.
- For each program, data will be provided over a 4/5 year period.
- All resource requests will be completed in the annual program review. CTE, Perkins, and Strong Workforce will have an addendum form to address resource requests. This topic will be further discussed in future meetings.
- The new program review process will begin fall 2019.

- The comprehensive program review timeline will be discussed in future meetings.

3) Program Review Template

- The committee continued reviewing the draft comprehensive instructional program review template and made edits.
- After some discussion, the committee agreed to add a question for enrollment by gender for declared majors in the program as compared to the college. This question may be misleading for some programs; the evaluation of this question will address these concerns.
- It was also determined that the questions related to student course success by ethnicity will need an addendum form for CTE and Allied Health programs. The form will address course success and access to pre-requisite courses.
- Programs that would like to request additional data for program review can do so through IR.
- At the following meeting the committee will review the comprehensive program review rubric and evaluation methodology.

For additional information on meeting minutes, please contact Kelaiah Harris at harriskelaiah@fhda.edu.