

FOOTHILL COLLEGE

Integrated Planning & Budget Task Force

Agenda
January 23, 2019
1:00pm-2:00pm

ITEMS	TOPICS
1	Meeting Minutes
2	Instructional Program Review Template and Rubric

Members in Attendance: Eric Reed, Debbie Lee, Doreen Finkelstein, Kurt Hueg, Carolyn Holcroft, Ram Subramaniam, Lisa Ly, Kristy Lisle, Lan Truong, Elaine Kuo, Melissa Cervantes, Laureen Balducci, Paul Starer, Melia Arken, Simon Pennington, Adrienne Hypolite

1) Meeting Minutes

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

2) Instructional Program Review Template and Rubric

- The committee reviewed the Instructional Program Review Template and Rubric, and made edits.
- Institutional Research presented data examples for Max and Actual PROD. The data examined how close classes are in meeting the max seat count within an individual program.
- There was some discussion that providing the Max PROD in the rubric rating scale could be perceived as negative. Many programs would not be able to meet “Excellent” or “Meets the Standard,” although the program’s PROD is over 500.
 - For example, BUSI has an Actual PROD of 505, yet the Max PROD is 662; therefore, the program would be rated as “Needs Major Improvement” because the data trend indicates that the program PROD (76%) is below 80% of the Max PROD.

- IP&B Taskforce continues to prioritize shifting the perception of the program review process away from fear-based and towards continuous improvement. Messaging and communication for program review implementation will be mindful of this goal.
- In addition, the rubric and template can be reviewed and evaluated after the first year of implementation.
- The rubric should also be considerate of the district PROD goals. This will assist in bringing additional awareness to the budget climate and the potential financial repercussion for programs with lower PROD.
- The committee agreed by consensus to continue with the current Productivity data table (similar to the FTES Enrollment Trend Table) and to change the language on the rubric and template to “trend.”
 - The new language on the rubric and template is consistent with the 5-year trend data table.
 - **The PROD section was approved by the committee.**
- At the next meeting, IP&B will continue to review the Instructional Program Review Template and the Rubric.

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