

Foothill College

Integrated Planning & Budget Task Force

Agenda
March 5, 2019
1:00pm-2:00pm

| ITEMS | TOPICS |
|-------|--|
| 1 | Meeting Minutes |
| 2 | Program Review Schedule (5-Year Cycle) |
| 3 | Program Review Timeline |

Members in Attendance: Debbie Lee, Kurt Hueg, Ram Subramaniam, Lisa Ly, Kristy Lisle, Elaine Kuo, Melissa Cervantes, Paul Starer, Isaac Escoto, Elias Regalado, Bret Watson, Lene Whitley-Putz, Eric Reed, Lan Truong, Carolyn Holcroft

1) Meeting Minutes

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

2) Program Review Schedule (5-Year Cycle)

- The committee created the program review schedule for the 5-year cycle.
 - The schedule was created using a process of random selection.
 - Programs that received a red or yellow rating on program review in the 17-18 academic year will complete the comprehensive program review in the first year of implementation.

3) Program Review Timeline

- There was a discussion to split the program review template into two sections. The first section would be due at the end of spring quarter and the second section due at the end of fall quarter. Another option

is to complete the first section in winter quarter and the second session in spring quarter.

- Breaking up the program review template into two sections, with two corresponding due dates would be helpful for those who complete and/or review the templates.
- The committee considered the following items when discussing the timeline: data collection/availability of data, presentation due date, and the budget cycle.
- At the next meeting, the committee will continue the timeline discussion.
 - Members were asked to continue brainstorming the timeline, as well as who and/or which group should review the completed program review template. Please be prepared to share at the next meeting.

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