

Foothill College

Integrated Planning & Budget Task Force

Agenda
April 9, 2019
1:00pm-2:00pm

ITEMS	TOPICS
1	Meeting Minutes
2	Program Review Coaching

Members in Attendance: Doreen Finkelstein, Kurt Hueg, Elaine Kuo, Isaac Escoto, Lene Whitley-Putz, Valerie Fong, Carolyn Holcroft, Eric Reed, Melissa Cervantes, Adrienne Hypolite, Lan Truong, Melia Arken, Paul Starer, Debbie Lee, Kristy Lisle, Anthony Cervantes

1) Meeting Minutes

- The committee voted and approved the meeting minutes by consensus.

2) Program Review Coaching

- The committee discussed the following questions:
 - What is coaching?
 - The term coaching varies for each group (Writers, Review Panel, and The Council).
 - The committee will determine what training/coaching is needed for each group. Coaching will include the approach of continuous improvement and may consist of group training, workshops, or facilitation through canvas.
 - What is IR's role in coaching? (Strictly data)
 - IR will have some involvement in coaching for each group, as each group will need to be coached on data.
 - This will be determined by the SLOs created for each group.
 - Who will be responsible for coaching the review panel?

- Once the SLOs are identified, the committee can determine who will be responsible for this. IR will also play a role in coaching the review panel.
- Should there be some alignment with IR coaching and review group coaching?
 - Yes, there will be alignment for the coaching of both groups. This will be determined by the SLOs.
 - Alignment should consist of training on program review software, rubric template, and data training by IR.
- Who will be responsible for coordinating alignment?
 - IR may play a role in this coordination; however, the person(s) responsible will be determined once the SLOs are created.
- What is the role of The Council?
 - The Council will provide feedback on elements presented in the program review presentation.
 - The Writers can take this feedback and revise their program review form before the final submission.

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