



Integrated Planning & Budget Task Force

Agenda
August 27, 2019
1:00pm-2:00pm

ITEMS	TOPICS
1	Meeting Minutes
2	Draft Program Review Manual

Members in Attendance: Doreen Finkelstein, Isaac Escoto, Paul Starer, Elaine Kuo, Lene Whitley-Putz, Kristy Lisle, Ram Subramaniam, Debbie Lee, Laurie Scolari, Bret Watson, Kurt Hueg, Lisa Ly, Valerie Fong, Anthony Cervantes, Elias Regalado, Teresa Ong

1) Meeting Minutes

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

2) Draft Program Review Manual

- The committee reviewed the Draft Program Review Manual.
 - The Program Review is completed every five years; within that five years each program has a responsibility to complete an annual progress report that includes an Annual Budget Planning Form.
 - The Annual Progress report is designed to reflect on and indicate the actions for improvement and successes made over the last year based on the program's most recent program review self-study and any identified new opportunities or potential changes.
 - The committee discussed using the Annual Budget Request as an opportunity to identify all expenditures within a program, including all b-budget expenses. The committee will continue this discussion at a later date.

- The Student Success Programs met over the summer to draft the templates, the programs will begin the 5-year self-study in academic year 2020-2021.
- The committee will continue reviewing the draft manual at the next meeting. The draft manual will be sent to committee members at a later date.

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