



FOOTHILL COLLEGE
Integrated Planning and Budget Task Force

To: Planning and Resource Council (PaRC)

From: Integrated Planning and Budget Task Force (IP&B)

Date: March 26, 2012

**Re: 1.) Draft Program Review Committee (PRC) Charge and Membership, and, 2.)
Recommended 2012-2013 Program Review Participants and Templates**

The Integrated Planning and Budget (IP&B) Task Force was charged by PaRC in Fall 2011 to improve the Program Review process. The IP&B respectfully submits the attached documents for consideration and feedback for adoption into the Integrated Planning & Budgeting Governance Handbook.

This packet contains two documents: 1.) The draft charge and membership of the Program Review Committee (PRC), which will be evaluating three-year comprehensive program reviews beginning Fall 2012.

And, 2.) Recommended templates to be used for each program beginning Fall 2012. Please review this list carefully, as it includes and categorizes some programs (example: Academic and Classified Senates) that were not previously asked to complete a program review. As a reminder, all programs and resource allocations must be evaluated on a regular basis.

Please distribute and solicit input from your constituents regarding these documents. This information will be presented to PaRC on April 18, 2012 for a first read. PaRC will have a second read of the information and feedback before taking action to adopt this information into the Governance Handbook on May 16, 2012.

References:

2011-2012 Program Reviews and Templates:

<http://foothill.edu/staff/irs/programplans/index.php>

2011-2012 IP&B Handbook (Governance Handbook):

http://foothill.edu/staff/irs/Approved_GHB_100511.pdf

Resource Allocation Process website:

<http://foothill.edu/staff/irs/programplans/process.php>

IP & B Task Force website:

<http://foothill.edu/staff/irs/IPBP/IPB2011.php>

<http://foothill.edu/staff/irs/IPBP/index.php>



FOOTHILL COLLEGE Integrated Planning and Budget Task Force

Charge and Program Review Committee Membership

February 29, 2012

Final Draft

Charge:

Program review is the process by which instructional and non-instructional programs systematically assess themselves to ensure currency, relevance, appropriateness, and achievement of stated goals and outcomes related to student learning and institutional effectiveness. The Foothill College Program Review Committee will be responsible for evaluating (comprehensive) program reviews.

Program Review Committee Role:

- The Program Review Committee (PRC) will evaluate all regularly scheduled comprehensive program reviews. In addition, the PRC will assess all programs that have been identified for an out-of-cycle review during their annual review and any program on remediation. Using program review data, the PRC will categorize each program as Green, Yellow or Red. The PRC will present a summary of their evaluations and recommendations to PaRC,
- PaRC may accept the recommendations and/or request further information and clarification from the PRC. PaRC may then recommend program remediation, suspension or discontinuance to the President. The President will either accept PaRC's recommendation, or explain his/her reasons for not accepting PaRC's recommendation,
- Following the PaRC recommendations on next steps, the approved Program Review summary is sent to OPC for inclusion in its resource allocation process.

Colors and Definitions:

- Green signifies the program is recommended to continue in the regular program review cycle.
- Yellow signifies that trend analysis indicates the program is not meeting targets and/or indicators identified within the program review document, or that the program review document is incomplete.
- Red signifies that trend analysis indicates a notable and persistent decline in viability, an abrupt change to one or more of the targets and/or indicators, or that a program previously categorized as yellow has not successfully implemented its remediation plan.

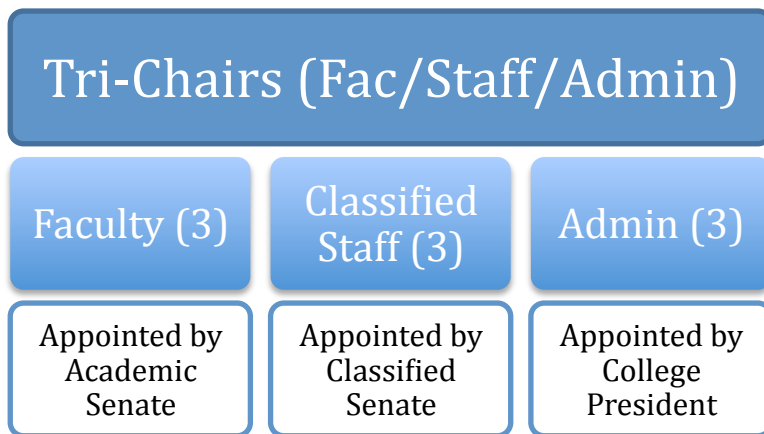
Remediation Process:

When any program is categorized by PRC as Yellow or Red, the program faculty and staff must collaborate with administrators to develop a remediation plan to address the area(s) of concern, or recommend starting the discontinuance process. The remediation plan must explicitly identify goals, benchmarks and timelines, and this plan will be prepared for PRC and PaRC. The next program review must address implementation efforts and progress and will be reviewed by the PRC and ultimately PaRC. Programs that previously received a yellow status,

and do not meet stated benchmark goals by the next cycle may be brought back to PaRC as a continued Yellow in the following year, or may be identified as Red in the next cycle. When PaRC affirms that a program is yellow or red, they may recommend to the president to either accept the proposed remediation plan or to initiate the program discontinuance process.

Membership:

The Program Review Committee will consist of twelve (12) members appointed through the Academic (4), Classified Senates (4) and the President (4). Constituent groups are strongly encouraged to appoint members representative of all three Core Missions, as well as a wide range of college programs, including but not limited to: student services, cross-divisional support services such as the Library, and instruction. Senate presidents will confer with each other to ensure that membership is balanced and representative. “Expert” resources will be consulted as needed, such as the SLO-coordinator, CCC faculty co-chair, and articulation officer, director of facilities, CFO.



Draft Program Review Templates for 2012-2013

Instructional	Student Service	Administrative
Accounting Anthropology Apprenticeship (ALL) Art Art History Bio Tech Biology Business Chemistry Child Development Communication Studies Computer Science Creative Writing Dental Assisting Dental Hygiene Diagnostic Medical Sonography Economics Emergency Medical Technology Emergency Medical Technology: Paramedic Engineering English Environmental Horticulture and Design ESLL Geography Gerontology Graphic and Interactive Design History Humanities Japanese Journeyman Mathematics Music Music History and Literature Nano Technology Non-Credit Pharmacy Technician Philosophy Photography and Digital Imaging Physical Education Physics Political Science Primary Care Associate Psychology Radiologic Technology Respiratory Therapy Social Science Sociology Spanish Special Education Theatre Arts Veterinary Technology Women's Studies	Admissions & Records Assessment Athletics Career Center Counseling Disability Resource Center EOPS Evaluations Financial Aid Health Services Judicial Affairs Library Media Center Mfumo Program Outreach & Retention Pass the Torch Psychological Services Puente Program Student Affairs & Activities Transfer Center Tutorial Center Veteren's Resource Center	Academic Senate Classified Senate Division Offices (include departments not covered in first/second columns) Educational Resources & Instruction Foothill Global Access Instruction & Institutional Research International & Distance Learning KCI Marketing & Communications Middlefield Campus (Onizuka) President's Office Student Development & Instruction Workforce Development & Institutional Advancement
	Please Note: All resources must be evaluated and allocated through the program review process. These are the recommended templates that programs participating in the 2012-2013 program review process use. If you find an omission of a program or have suggestions of a different template for a program, please communicate that to PaRC or your PaRC representative.	