



FOOTHILL COLLEGE
Integrated Planning and Budget Task Force

Minutes
December 1, 2011

Members:

- ~~Bob Cormia, Academic Senate~~
Darya Gilani, Instruction & Institutional Research
~~Gigi Gallagher, Classified Senate~~
Carolyn Holcroft, Academic Senate
Kurt Hueg, Cabinet
Kimberlee Messina, Instruction & Institutional Research
~~Teresa Ong, Academic Senate~~
~~Jorrell Dye, Student Representative~~
Phyllis Spragge, Dean
Denise Swett, Student Development & Instruction
~~Shirley Treanor, Cabinet~~
Chris White, Classified Senate
Pam Wilkes, Academic Senate

Item	
1. Welcome	
2. Program Discontinuance District Policy & Administrative Procedure	<ul style="list-style-type: none">• Update on Progress (Senates, PaRC, APM, CAC)
3. Program Review Committee Charge, Role and Membership	<ul style="list-style-type: none">• Approve Revisions, next steps?
4. AU Program Review Template	<ul style="list-style-type: none">• Goal: Give to AU units 12/2
5. Extreme Financial Hardship Update	<ul style="list-style-type: none">• Cabinet update
6. What is a Program?	<ul style="list-style-type: none">• Definitions for different types of programs
Upcoming Agenda items	
Comprehensive Program Review	Which elements are required in a Comprehensive form?
Yellow/Red Programs	Processes

Discussion:

2. The Board Policy and Administrative Procedure have passed through Classified Senate and PaRC, they are awaiting Academic Senate approval and then will move forward to APM and CAC to be reviewed at the District level. DeAnza suggested a wording change to have information about programs to be discontinued go to APM prior to CAC. There were no problems with this change.

3. There was a detailed discussion about the PRC Charge and Role. It was decided to simplify the document by providing a description of what Green, Yellow, and Red mean, followed by a definition of Remediation and the possible courses of action PaRC could take. See Final Draft from 12/1.
4. The AU Template will be distributed to the Administrative Units as is. The spring governance survey will solicit feedback from AUs, Instructional and Student Services programs on how the Annual Template can be adjusted over the summer for the next round. Phyllis added that she has a program in her division that has volunteered to pilot the Comprehensive Program Review template that the task force will begin developing.
5. Kimberlee and Kurt updated the group that an Extreme Financial Hardship (EFH) can only be declared by the board. This statement should be adopted into the Governance Handbook for clarity. There needs to be an EFH Procedure developed and adopted into the Governance Handbook as well.
6. The homework assignment is to define what a program is and bring it to the next meeting.