



FOOTHILL COLLEGE
Integrated Planning and Budget Task Force

Minutes
August 31, 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
~~Joseph Otade, Student Representative~~
Phyllis Spragge, Dean
Shirley Treanor, Cabinet
~~Chris White, Classified Senate~~

Item	Discussion Questions
1. Welcome	
2. Draft Annual Program Review Template	There was a lengthy discussion regarding Section 1: Data Trends and Analysis: It was decided that 5 years may be too long of a trend to look at annually, and that 3 years was sufficient. A longer trend analysis could occur during the comprehensive review. There was much discussion about what data is needed at the department level versus the degree or certificate level, and that assistance from Andrew LaManque would be necessary. Elements were narrowed down to "must-haves" and a section will be added for more narrative on items such as Course Offerings and Curriculum. Kimberlee and Darya will meet with Andrew and send an updated draft.
3. IP & B Timeline	<ul style="list-style-type: none">• The timeline was quickly reviewed. Major change includes Deans' requests will go to VPs first, and then to OPC. The timeline will be reviewed again at the next meeting, before the Leadership Retreat.
4. Next Steps	<ul style="list-style-type: none">• It was agreed that this task force should, with blessing from PaRC, continue to meet in fall to work on:<ul style="list-style-type: none">-Student Services/Administrative version of Annual PR-Draft Program Discontinuance Policy/Process-In-Depth Program Review Templates-Exploration of a Program Review Committee

IP&B Summer Task Force Charge:

1. Assess the existing Program Review and Resource Allocation Process
 - a. Examine the creation of a "program review committee"
 - b. Review the charge of OPC and the Resource Allocation Process
2. Explore and draft Program Discontinuance processes
3. Draft recommendations for PaRC review and approval