



FOOTHILL COLLEGE
Integrated Planning and Budget Task Force

Minutes
October 20, 2011

Members:

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

Discussion:

- The three types of Program Discontinuance documents that have been circulating were clarified. The shortest of the three is the language that will be sent to the board for adoption. The second, which was reviewed at PaRC on Oct. 19, is the "Administrative Process." The final, longer document that the Academic Senate has produced is a draft of the Foothill College Process. It was suggested that the words "policy and" be removed from the first line of the Board Policy document. It was also suggested to add ", staff" after the word faculty in the second line. The board policy and administrative process documents will be reviewed one last time within the senates and PaRC, and then will move forward.
- Next, the group reviewed examples of other Program Review Committees (PRC) at other colleges. There was discussion about what type of representation and what the charge of the committee would be. The idea of having the PRC review all comprehensive program reviews and rating them as essentially Green, Yellow or Red was discussed. From there, an annual report would be presented to PaRC during the same time that OPC is providing an annual resource request report to PaRC. This would inform resource planning at the PaRC level. It was also discussed that if a program were given a Yellow or Red rating, an ad hoc group of specialized faculty, staff and administrators could be pulled in to consult the process. A draft charge and membership structure will be created and distributed among IP&B members for review before the next meeting.

- It was noted that the three-year comprehensive cycle should
 1. Be determined by deans and directors, meaning that the deans will be able to select the programs that participate in the first round, taking place October 2012, so as to accommodate internal deadlines and initiatives.
 2. Contain elements that delve deeper than the Annual Program Review template, such as Articulation and Job Market Data.

- To determine the answer to how a program is defined, Deans will be asked to submit a list of all programs, pathways or units they believe should be covered by the process and policies being developed. The next dean's meeting is November 17.

Next steps:

- The next meeting is Wednesday, November 9. At this time IP&B will aim to finalize a PRC committee structure and charge to present to the senates and PaRC, further develop the Comprehensive template, and review the Discontinuance Process again.

IP&B Fall Task Force Charge:

1. Define PRC charge and membership
2. Finalize comprehensive program review document (and schedule)
3. Finalize FH program discontinuance procedure