



FOOTHILL COLLEGE
Integrated Planning and Budget Task Force

Minutes
September 13, 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 &
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~~Teresa Ong, Academic Senate~~

~~Joseph Otade, Student Representative~~

Phyllis Spragge, Dean

Denise Swett, Student Development &
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Shirley Treanor, Cabinet

Chris White, Classified Senate

Andrew LaManque, Director, Institutional
Research

Elaine Kuo, Researcher

Item	Discussion
1. Welcome	
2. Finalize Annual Program Review Template (Instructional)	<ul style="list-style-type: none">• Additional suggestions were made to the template, including language changes in the prompts, a suggestion to add more description of the phrase "measurable action" in section 3, and clarification on which types of certificates should complete a program review.
3. Finalize IP & B Timeline	<ul style="list-style-type: none">• The timeline was reviewed with no significant changes. There was a suggestion to give Deans a more streamlined resource request form.
4. Draft Annual Program Review Template (Student Services)	<ul style="list-style-type: none">• The draft will continue to be worked on and improved.
5. Next Steps	<ul style="list-style-type: none">• Continue 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