



FOOTHILL COLLEGE
Integrated Planning and Budget Task Force

Minutes
July 11, 2012

Members:

Bob Cormia, Academic Senate
~~Dolores Davison, Academic Senate~~
Darya Gilani, Instruction & Institutional Research
Gigi Gallagher, Classified Senate
Kurt Huel, Cabinet
Elaine Kuo, Instruction & Institutional Research
Kimberlee Messina, Instruction & Institutional Research
 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. Finalize Annual Template	• Finalize all 3 versions, give to PaRC 7/18, Programs 7/19
3. Comprehensive Template	• Finalize Instructional, SS and AU
Next IP&B Meeting: August 8	

IP&B 2012-2013 Charge:

1. Finalize Annual template for distribution ASAP, possibly shorten
2. Finish Comprehensive template to bring to first official PaRC Meeting (October)
3. Finish Discontinuance process, Program Creation process, bring to PaRC ASAP
4. Review language in program review and core mission workgroup charge re: Equity

PaRC Dates:

- July 18 (Unofficial meeting)
- August 15 (Unofficial meeting)
- October 3 (first official meeting)
- October 17

Discussion:

The Annual Instructional Program Review Template for 2012-2013 will be shared with PaRC at their July 18th meeting and then immediately distributed to the Deans. This template is for all Instructional Programs that are scheduled to do an annual update this year. One third of programs will complete the Comprehensive Program Review Template which will be

distributed after the first PaRC meeting in Fall. These programs have already been identified.

The Annual template is a page shorter than last year. The summer IP&B Task Force cut the SWOT Analysis, a section of the Action Planning/Goals and several prompts in section 5. The IP&B also expanded the prompts on Core Missions and Equity. As this template is a work in progress, feedback will be gathered so that changes can be made for the next cycle.

While the template is ready to begin work on, the office of Instruction & Institutional Research has not yet posted the departmental and course data for 11-12. This data will begin to appear in October, and we will be posted

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

The templates are due to Deans by December 14 for completion of Section 6. Upon completion of section 6, the Program Review should be returned to department faculty and staff for review, then submitted to Instruction and Institutional Research for public posting. See the timeline on page 1 of your template.

The Annual student services and Admin units templates need more work and the Task Force will seek input from Denise Swett and other student services representatives. At the next meeting, July 24, the goal will be to finish all program review templates so they can be approved at the PaRC meeting on October 3.

The next meeting in August will focus on moving the Program Discontinuance/Creation policy forward.