

Foothill College

Integrated Planning & Budget Task Force

Agenda
July 11, 2018
9:00am-10:00am

ITEMS	TOPICS
1	Taskforce Membership
2	IP&B Charge
3	Process for Working this Summer
4	Program Review
5	Brainstorm Spring

Members: Kristy Lisle; Carolyn Holcroft, Rachelle Campbell, Simon Pennington, Elias Regalado, Lisa Eshman, Kathy Perino, Teresa Ong, Kurt Hueg, Paul Starer, Lan Truong, Isaac Escoto, Elaine Kuo

1) Taskforce Membership

- The IP&B Membership includes tri-chairs of PRC, OPC, PaRC, SEW, BSW, and WFW.
- IP&B meetings are open to the campus community.
- Kristy Lisle will chair the committee, Ram Subramaniam will facilitate the meetings, and Kelaiah Harris will record all meetings.
- If anyone is interested in facilitating an IP&B meeting, please contact Kristy Lisle.
- IP&B will convene every Wednesday morning from 9am to 10am. Zoom will also be available for members who cannot attend in-person.
- Meeting minutes, agenda, and supplemental documents will be available prior to the meetings.

2) IP&B Charge

- The committee reviewed the IP&B charge:

1) **Redesign of Program Review:** Outline a proposal for a process to develop new program review guidelines for implementation 2019-20, including suggestions for a purpose, process, and templates. The proposal would go to the new governance Council.

2) **Program Elimination for Budget Reduction:** Develop a proposal to the new governance Council for determining program discontinuance necessary to meet targets for budget savings. The proposal may include criteria, the rationale for their inclusion, as well as suggestions for a process of review. The new governance Council may utilize the proposal as a foundation for its consideration or reject in part or in whole the proposal.

- The committee agreed to review the Instructional program review template to develop a streamlined process and create directive narrative to avoid inconsistencies.
- Additionally, the template should provide an accurate story of the progression of each program.
- Following the Instructional program review, the committee will begin redesigning the Student Services program review template. There was a brief discussion on potentially customizing the template for each student service area and addressing challenges with data collection.
- The redesign of the program review template will naturally lead to determining criteria for the program viability study. IP&B will present a recommendation to the new governance council in fall.

3) Process for Working this Summer

- The committee discussed the process for redesigning the program review template. Committee members proposed to review language,

data collection methods, and adding metrics specifically for Strong Workforce programs and ADTs.

- The committee also agreed to review strategies to align the Strong Workforce program state reporting and accreditation reports with the program review schedule in order to avoid duplication of work.
 - In academic year 18-19, the college will continue the current program review process, allowing IP&B to continue template revisions and consider potential electronic solutions to assist with consistency and rubric evaluations, such as utilizing a variety of functionalities on dashboard.
 - iclickers will be used to assist with the decision-making process.
 - At the next IP&B meeting, members will discuss the instructional program review template. Kelaiah will email the document to the committee.
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- **Homework:** Each member will review the current instructional program review template and brainstorm revisions. Please come to the next meeting prepared to share your ideas. If you are unable to attend the next meeting, email Kristy your ideas and she will share this with the committee.

For additional information on meeting minutes, please contact Kelaiah Harris at harriskelaiah@fhda.edu.