

# Foothill College

## Integrated Planning & Budget Task Force

Agenda  
October 10, 2018  
1:00pm-2:00pm

ITEMS	TOPICS
1	Meeting Minutes
2	The Council Update
3	Annual Budget Planning Template

**Members in Attendance:** Eric Reed, Kristy Lisle, Ram Subramaniam, Valerie Fong, Simon Pennington, Kurt Hueg, Lan Truong, Isaac Escoto, Bret Watson, Elias Regalado, Debbie Lee, Rachelle Campbell, Elaine Kuo, Lisa Ly, Doreen Finkelstein, Melia Arken, Pauline Brown, Paul Starer, Carolyn Holcroft

### 1) Meeting Minutes

- The committee voted and approved the meeting minutes by consensus.

### 2) The Council Update

- Kristy presented the IP&B Update powerpoint to the Council. The following items were approved:
  - Suspend the Program Review Cycle for the 2018-19 Academic Year (includes all programs regardless of color rating in years past)
    - Programs that received a yellow or red rating during their last program review will complete a new program review in the first year of implementation. Implementation is planned for 2019-2020 academic year.

- If the college must make program elimination(s) due to budget cuts in the future we will not use program review as a measure but instead request The Council commission a Viability Study Group. The Viability Study Group would determine the criteria and process for determining program evaluation and elimination including reviewing all programs.
  - This will ensure the culture of continuous improvement and reflective practice is embedded in Program Review rather than one that is fear-based. Program Review will focus on institutional and program effectiveness.
- Charge IP&B to continue as a Council Study Group to develop:
  - The Annual Budget Planning Template. This work should occur in collaboration with the Revenue & Resource Committee, and include a budget planning timeline. This should be a priority for use this 2018-2019 year.
  - Program Review Manual to include (but not limited to) timelines; schedule for each program in the new five-year cycle; definition of institutional effectiveness, roles, responsibilities; and explanations, including the roles and responsibilities for the Institutional Effectiveness Coaches.
  - Drafting templates for all three categories:
    - Instructional Disciplines and a CTE addendum
    - Instructional Support Disciplines
    - Student Support Services
- Charge IP&B to provide a progress update to The Council in January 2019.
- The Council has requested IP&B to immediately begin working on the Annual Budget Planning Template needed for this year.

### 3) Annual Budget Planning Template

- The committee began working on the Annual Budget Planning Template and made edits.
- The committee approved the “Past Program Review Actions For Improvement” table.
  - The committee agreed that a progress update section be added to the table once the new program review process is implemented in 2019-2020.
- Directions will be provided to assist those completing the Annual Budget Planning Template.
- The committee determined it would be best to require a response for the “Projected Cost” and “Budget Explanation” as opposed to making the response optional. The responses will provide an opportunity for the authors to research the estimated cost and provide further detail.
- The committee made edits and approved the following sections:
  - New Technology or Software
  - Ongoing Technology or Software Costs
  - New Equipment
  - New Space/Facilities Request
- The committee will continue to review the Annual Budget Planning Template at the next meeting.

For additional information on meeting minutes, please contact Kelaiah Harris at [harriskelaiah@fhda.edu](mailto:harriskelaiah@fhda.edu).