FOOTHILL COLLEGE

Integrated Planning & Budget Task Force

Agenda
July 21st, 2020
12:00pm-2:00pm

ITEMS	TOPICS
1	Program Review Overview
2	Meeting Minutes
3	Reader Feedback Discussion

Members in Attendance: Doreen Finkelstein, Lisa Ly, Kristy Lisle, Ram Subramaniam, Lara Triona, Elaine Kuo, Elias Regalado, Melissa Cervantes, Kathryn Maurer, Robert Cormia, Eric Kuehnl, Leticia Maldonado, Bret Watson, Debbie Lee, Isaac Escoto, Valerie Fong, Teresa Ong

1) Program Review Overview

- **Kristy presented an overview of program review.**
  - The Program Review Manual will be updated for academic year 2020-21 and will be available on the program review webpage.
  - The program review readers and writers will be confirmed through Academic and Classified Senates.
  - There was a recommendation to think further about how SLOs are documented and assessed in the program review template.
  - There was another recommendation to incorporate qualitative data (using surveys or focus groups) from students and incorporating this data into the template to provide further insight into the program.

2) Meeting Minutes

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

3) Reader Feedback Discussion

- The committee reviewed the readers' feedback to determine how to move forward with making changes and improvements to the program review process and template.
    - Over half the respondents reported it was "somewhat easy" to use the online program review rubric (57%; n=12).
    - While the range of hours spent on writing the program review feedback and submitting the completed rubric was between 2 to 25 hours, most readers required either 1 to 6 hours (55%; n=12) or 10+ hours (27%; n=6).
    - The majority of respondents reported it was "very easy" to find someone to answer questions about the program review (63%; n=12).
    - The top two challenges reported include "difficulty writing the feedback" (41%; n=9) and "understanding the instructions of completing the program review rubric" (23%; n=5).
    - A majority of respondents rated the program review manual as "very helpful" or "moderately helpful" (76%; n=16) while half reported the reader session as "very helpful" (50%; n=11).
    - Almost all respondents indicated it was "very easy" or "somewhat easy" to meet the program review rubric deadline (91%; n=20).
    - Respondents believed the program review process was most successful in the following areas (ratings of "very successful" or "moderately successful"): Help me feel confident when it is my program's turn to do program review (80%; n=16); Create a culture of continuous improvement in the college (77%; n=17); Create a safe space to discuss weaknesses in a program (76%; n=16).
- The committee had the following recommendations:
    - Should the data coaches be responsible for helping the writers interpret the readers' response.
    - Clarification is needed on the committee's expectation of the readers' feedback (Should the committee be concerned about the inconsistencies of the feedback?)
        - Perhaps offering more reader training sessions will help improve this

- The reader feedback showed multiple inconsistencies in the understanding of the data. Should the data be rounded and would this be the appropriate solution?
- There was a recommendation to edit the rubric table that would allow for the reader to select which specific criteria was met. This could provide more information about where the inconsistencies are occurring and further support the writer when revising the program review.
- There was some discussion on closing the loop for the program writers and the readers.
  - Ensuring that all faculty in the program will receive the readers' feedback.
  - Communicating to the readers how the program will use their feedback. (Is there an opportunity for the readers and the writer to have a discussion after the writer receives the feedback?)

Next Steps:
- The committee will review the rubric and the Program Review template in detail simultaneously.
- The committee will review the Annual Progress Report.

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