



## Integrated Planning & Budget Task Force

Agenda  
August 18th, 2020  
1:00pm-2:00pm

ITEMS	TOPICS
1	Meeting Minutes
2	Revised Instructional Template & Rubric

**Members in Attendance:** Doreen Finkelstein, Lisa Ly, Kristy Lisle, Ram Subramaniam, Lara Triona, Robert Cormia, Debbie Lee, Lene Whitley-Putz, Kurt Hueg, Kathryn Maurer, Bret Watson, Teresa Ong, Elaine Kuo, Laurie Scolari

### 1) Meeting Minutes

- [The committee voted and approved the meeting minutes by consensus.](#)

### 2) Revised Instructional Template & Rubric

- The committee reviewed the program review instructional template and rubric and made edits.
  - The Writer and Reader training will address the comparison of ethnicity trend between the program and the college (in the case of a small n) and the course success data in regards to EW and W.

Next Steps:

- The committee will continue to review and revise the template and rubric at the next meeting.

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