



**FOOTHILL COLLEGE**  
**Integrated Planning and Budget Task Force**

Minutes  
June 26, 2012

Members:

Falk Cammin, Academic Senate  
~~Bob Cormia, Academic Senate~~  
~~Dolores Davison, Academic Senate~~  
Darya Gilani, Instruction & Institutional Research  
Gigi Gallagher, Classified Senate  
Carolyn Holcroft, Academic Senate  
~~Kurt Hueg, Cabinet~~  
~~Elaine Kuo, Instruction & Institutional Research~~  
Kimberlee Messina, Instruction & Institutional Research  
\_\_\_\_\_ Student Representative  
Phyllis Spragge, Dean  
~~Barbara Shewfelt, Academic Senate~~  
~~Denise Swett, Student Development & Instruction~~  
Shirley Treanor, Cabinet  
Chris White, Classified Senate  
Pam Wilkes, Academic Senate

Item	
1. Welcome	
2. Review PaRC Meeting	• Review New Charge
3. Finalize Annual Template	• Shorten?
4. Comprehensive Template	• Finalize Instructional Draft, start SS and AU
Next IP&B Meeting: July 11	

Discussion:

2. The group reviewed the new charge from PaRC, Kimberlee shared that she hopes to complete all of this work in Summer so the group can return to being a Summer Task Force.
3. The bulk of the meeting was spent going through the Annual Program Review template. Corrections and clarifying updates were made, several sections were deleted, including the Action Steps chart and SWOT analysis. These sections will remain in the comprehensive template. Work will need to be done over the next couple weeks to finalize the Annual Template and share it informally with PaRC in July.
4. The group did not get to the Comprehensive template, this will be worked on at the July 11<sup>th</sup> meeting once the Annual is finalized.