



FOOTHILL COLLEGE
Integrated Planning and Budget Task Force

Minutes
November 9, 2011

Members:

Bob Cormia, Academic Senate
Jorell Dye, Student Representative
Darya Gilani, Instruction & Institutional Research
Gigi Gallagher, Classified Senate
Carolyn Holcroft, Academic Senate
Kurt Hweg, Cabinet
Elaine Kuo, Researcher
Kimberlee Messina, Instruction & Institutional Research
Teresa Ong, Academic Senate
Phyllis Spragge, Dean
~~Denise Swett, Student Development & Instruction~~
~~Shirley Treanor, Cabinet~~
Chris White, Classified Senate
Pam Wilkes, Academic Senate

Item	
1. Welcome	
2. Program Discontinuance District Policy & Administrative Procedure	<ul style="list-style-type: none">• Revisions from group• Final read (goes to PaRC 11/16)
3. Program Review Committee Charge, Role and Membership	<ul style="list-style-type: none">• Discuss initial charge and make-up of PRC, suggestions and changes from group
4. What is a Program?	<ul style="list-style-type: none">• Definitions for different types of programs
Upcoming Agenda items	
AU Program Review Template	Goal: Give to AU units 12/16
Comprehensive Program Review	Which elements are required in a Comprehensive form?
Green/Yellow/Red Programs	

Discussion:

- The group reviewed the short board policy and came to the conclusion that a board policy should be broad and inclusive, hence the recommendation to PaRC/APM/CAC to include changes (below).
- The group came to a similar conclusion regarding the Administrative Procedure and recommends changes (below).

- The charge of the re-vamped Program Review Committee was discussed. Some concerns expressed included the importance of faculty to be the drivers of discussions about instructional program discontinuance and ensuring that appointed members are communicating back to their appropriate senates. Changes were made to specify that the role of the PRC is to read and evaluate program reviews, not to evaluate the process as a whole, which is the role of the Integrated Budget and Planning group. There was also discussion about appropriate membership and the breadth needed to represent a wide range of perspectives. Changes were suggested (see attachment IP&B-PRC-DraftCharge-11-10-2011.docx).
- The meeting closed with a reminder to continuing gathering information on how to define a program. The deans will be asked to provide their definitions at the next Dean's meeting. Kurt and Darya will work on the Program Review template for Administrative Units and share it with the group. The next few meetings will also begin to look at what the Comprehensive Program Review templates will look like and add to recommended processes for green, yellow and red programs.

Recommended changes:

Board Policy

Each college will implement a ~~policy and~~ procedure for program discontinuance that will be based on collegial collaboration between faculty, ~~staff~~ and administration. These must include mechanisms to identify and evaluate potential district-wide consequences, and specify the points and mechanisms by which the two colleges will communicate regarding any potential program discontinuance.

Administrative Procedure

1. Each college shall implement procedure which explicitly identify:
 - a. criteria that ~~might~~ trigger concerns about program viability;
 - b. mechanisms and timing of communication and collaboration processes which are inclusive of program faculty, ~~staff~~ and administrators; and
 - c. mechanisms by which program viability problems might be remedied as an alternative to discontinuance;
 - d. the timing for communication with administrators, ~~staff~~ and faculty via the Academic and Professional Matters (APM) committee ~~and CAC~~ to identify programs at the sister college that might be affected and to explore the possibility of merging/absorption by the sister college
2. If one of the colleges determines through its shared governance process that program discontinuance is necessary, all of the following will occur:
 - a. Written formal normal notice will be sent to program faculty ~~and staff~~, the Faculty Association, and Classified Unions. The timing of notification shall be in accordance with ~~Article 15 of the FA Agreement~~ ~~respective agreements~~;

- b. College faculty, **staff** and administrators will collaborate to develop a phase-out plan to be brought to APM **and CAC** for discussion and feedback. This phase-out plan will include provisions to ensure that:
 - i. there is timely and ongoing communication with affected faculty and staff
 - ii. all students currently in the program have the opportunity to complete the program and are appropriately counseled, and
 - iii. the **bargaining units have** time to resolve contractual issues for faculty and staff in the affected program **in accordance with their respective contracts.**