



FOOTHILL COLLEGE
Integrated Planning and Budget Task Force

Minutes
September 11, 2012

Members:

~~Bob Cormia, Academic Senate~~

Dolores Davison, Academic Senate

Darya Gilani, Instruction & Institutional Research

~~Gigi Gallagher, Classified Senate~~

Kurt Huel, Cabinet

Elaine Kuo, Instruction & Institutional Research

Kimberlee Messina, Instruction & Institutional Research

Eloise Orrell, Dean

~~Phyllis Spragge, Academic Senate~~

Denise Swett, Student Development & Instruction

Shirley Treanor, Cabinet

Chris White, Classified Senate

~~Pam Wilkes, Academic Senate~~

Guests:

Andrew LaManque

Item	
1. Welcome	
2. Finalize Comprehensive Templates	• All three
3. Program Discontinuance	• Finalize draft for PaRC
4. Finished our charge?	

Discussion:

2. The group went through the Instructional, Student Services and Administrative Unit Comprehensive templates. Final changes were made, mostly in section 1. The Institutional Research office will propose to PaRC that only 2 years of data be reported for departments this year because there is 2 years of Banner data available. Next year, we would return to 3 years. This would simplify reporting and make it more consistent. Also, the group will inform departments that data will be reported in Fiscal year, which will include summer quarters. Programs with distance education components will receive a separate report with the data. All three templates were finalized and will be presented to PaRC at their first meeting for approval.

3. There was a short discussion about the program discontinuance and creation processes document. The recommendation was to move creation up in the document for a better flow. This document will be distributed to PaRC and will have a first read at the second meeting in October, with a second read/approval in November pending feedback and discussion from constituents.

4. It was decided that the IP&B had completed their charge pending PaRC approval of the documents discussed at this meeting. It will re-convene in Summer 2013.