



## Integrated Planning & Budget Task Force

Agenda

December 11, 2018

1:00pm-2:00pm

ITEMS	TOPICS
1	Meeting Minutes
2	CTE Program Review Template & Rubric
3	PROD Presentation

**Members in Attendance:** Eric Reed, Debbie Lee, Doreen Finkelstein, Elaine Kuo, Simon Pennington, Kurt Hueg, Valerie Fong, Elias Regalado, Isaac Escoto, Carolyn Holcroft, Ram Subramaniam, Lisa Ly, Bret Watson, Lauren Balducci

### 1) Meeting Minutes

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

### 2) CTE Program Review Template & Rubric

- The committee worked on the CTE Program Review Template and Rubric, and made edits.
- The committee considered adding the following question to the template for Strong Workforce Program funding and Perkins Program funding:
  - If the funding was not used, why?
- It was decided that the question may be more appropriate in the Annual Update CTE Addendum Template. The committee will consider adding similar questions to the Annual Update Template.
- The CTE Program Review Template and Rubric was approved by consensus.

### 3) PROD Presentation

- While developing the Instructional Program Review Template over the summer, the committee had added a section on program productivity; however, more information was needed from Institutional Research.
- Institutional Research facilitated a discussion on productivity and presented two options for the data table:
  - Option 1: PROD actual and PROD max
  - Option 2: PROD actual, PROD max, and PROD floor
- As the committee discussed these options additional points were made:
  - More discussion is needed on the messaging and implementation of program review and enrollment management.
  - A new committee or taskforce may need to review the current process utilized for enrollment management. This may also help bridge the gap for the faculty/staff that are not as involved in the conversation. The committee can discuss making a recommendation to The Council at a later date.
  - Faculty should be involved in the conversation about PROD max, including what can realistically be achieved.
- There were some concerns that Option 2 could lead to smaller classes due to the PROD floor. With the goal to maximize PROD, it may be best to use Option 1.
  - However, it was noted that some programs are not able to reach the PROD max, therefore the PROD floor may be a more reasonable goal.
- The committee will continue the discussion on PROD and will review the Instructional Program Review 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).