

Foothill College

Integrated Planning & Budget Task Force

Agenda
July 18, 2018
9:00am-10:00am

ITEMS	TOPICS
1	Feedback from Current Template
2	Program Review Goals
3	Overview of Program Review Categories

Members in Attendance: Kristy Lisle; Carolyn Holcroft, Rachelle Campbell, Simon Pennington, Elias Regalado, Lisa Eshman, Teresa Ong, Kurt Hueg, Paul Starer, Isaac Escoto, Elaine Kuo, Melia Arken, Lisa Ly, Andre Meggerson, Doreen Finkelstein, Eric Reed, Ram Subramaniam

1) Feedback from Current Template

- Committee members provided feedback on the current Instructional Comprehensive Program Review template.
- The first section of the program review template will remain generic for all programs. This will be more helpful to faculty and will make the template user-friendly. The second section of the template will use outcomes to differentiate CTE and Non-CTE programs.
- The Annual Program Review template can be customized for each discipline at a later date.
- The revised template should engage faculty and provide a continuous improvement process for each program.
- The committee discussed two options for beginning the template revisions:
 - 1) Start with the current template.
 - 2) Start with the primary goals and work backwards.

- The committee voted and reached consensus to move forward with option 2 and begin by reviewing the primary goals of program review and using them to build a new program review template from scratch.
- There was additional discussion to improve the evaluation of SLOs in the revised template. For example, connecting SLOs to the department meetings as evidence that the work was completed.

2) Program Review Goals

- The committee reviewed the primary goals of program review. These goals will be used as guiding principles for building the new template.
- Edits were made to ensure that the goals reflect a continuous improvement process, remained student centered, and aligned with the college goals and planning documents.
- Upon reviewing the goals, the committee voted and reached consensus to move forward, with a caveat that the goals can be revisited at a later date. The goals of our program review process are as follows:
 - 1) Assess how well we serve our students and how we can improve.
 - 2) Demonstrate program effectiveness through continuous improvement.
 - 3) Align academic and service program needs, campus resources and priorities within the planning and budgeting processes.
 - 4) Ensure that program priorities are driven by the College and District mission and planning documents.

3) Overview of Program Review Categories

- The committee identified program review categories. The categories will be used to customize a section of the form for program review.
- There was some discussion to categorize programs according to the TOP code or identify programs according to their eligibility for Perkins funding.

- The program review template will include additional forms/addendums customized for each category.
- **The committee voted and reached a consensus to define the following three categories of program review templates:**

1) Instructional Disciplines

The instructional disciplines represent the courses and sequences of courses leading to degrees and certificates that represent programs within the academic divisions of the college.

Instructional disciplines will be grouped into CTE and Non-CTE programs.

2) Instructional Support Disciplines

Instructional support disciplines represents programs and services designed to provide instructional support to students to help them achieve success in the classroom and ensure they meet their academic goals.

3) Student Success Services

Student support services represent programs that provide services to support students to ensure they achieve their educational and developmental potential to reach their academic goals.

- At the next meeting, the committee will review the college's current programs and place them into the most appropriate of these three categories.

For additional information on meeting minutes, please contact Kelaiah Harris at harriskelaiah@fhda.edu.