

Foothill College

Integrated Planning & Budget Task Force

Agenda

August 22, 2018

9:00am-10:30am

ITEMS	TOPICS
1	Meeting Minutes
2	Program Review Rubric

Members in Attendance: Carolyn Holcroft, Rachelle Campbell, Lan Truong, Isaac Escoto, Doreen Finkelstein, Eric Reed, Ram Subramaniam, Melia Arken, Kristy Lisle, Debbie Lee, Simon Pennington, Kurt Hueg, Paul Starer, Andre Meggerson

1) Meeting Minutes

- [The committee voted and approved the meeting minutes by consensus.](#)

2) Program Review Rubric

- The committee reviewed the draft program review rubric and made edits.
- While revising the “Student Learning Outcome (SLO)” section, the committee agreed to replace the term “Student Learning Outcome (SLO)” with “Program Level Outcome (PLO).”
- [The committee voted and approved the evaluation criteria description and the rating scale for the “Program Level Outcome \(PLO\)” Section.](#)
- Next, the committee reviewed the “FTES” section.
- There was some discussion to combine the “Raw Numbers” and the “Narrative” section, therefore there will only be one evaluation of the “FTES” section. Combining the evaluation of the “Raw Numbers”

section and the “Narrative” section may be beneficial for the faculty and staff completing program review.

- In addition, if the “Raw Numbers” were evaluated separately from the “Narrative,” smaller programs would be at a disadvantage. For example, smaller programs that experience a slight drop in FTES could be evaluated and rated as below the standard.
- The committee reviewed the “Narrative” section and identified criteria that would be evaluated and rated in the “Meet the Standard” category.
- The committee voted and approved the following criteria would be evaluated and rated as “Meet the Standard”:
 1. Evaluation Ownership of the data and action plan.
 2. Response is based on items within their control.
 3. Plan of actions is measurable, feasible and has a reasonable chance of positively affecting the outcomes needed.
- There was a suggestion to move the “Meet the Standard” criteria to the “Evaluation Criteria and Description” and use a rating scale to score the narrative.
- Homework: Committee members will continue working on the “FTES” section and send Kelaiah their edits or report out at the next meeting.

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