

# Foothill College

## Integrated Planning & Budget Task Force

Agenda  
September 19, 2018  
9:00am-11:30am

ITEMS	TOPICS
1	Meeting Minutes
2	Program Review Rubric
3	Finance Template

**Members in Attendance:** Doreen Finkelstein, Eric Reed, Kristy Lisle, Debbie Lee, Lisa Ly, Elias Regalado, Paul Starer, Isaac Escoto, Melia Arken, Ram Subramaniam, Valerie Fong, Simon Pennington, Elaine Kuo

### 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.
- The following sections were approved: Enrollment Distribution and Student Course Success.
- The committee discussed changing the term from “Targeted” to “Disproportionately Impacted.”
  - To accommodate Foothill and De Anza, IP&B can request the term “Targeted” be changed to “Targeted/Disproportionately Impacted.”
- The committee agreed to include two rating scales for the “Student Course Success” sections. This will provide equitable evaluation for all programs.

### **3) Finance Template**

- The committee reviewed the Finance Template and made edits.
- There was some discussion on how much detailed information is needed on the Finance Template. The committee discussed requesting detailed information in the annual program review, rather than the comprehensive program review.
- The committee will continue to review the Finance Template at the next meeting.

For additional information on meeting minutes, please contact Kelaiah Harris at [harriskelaiah@fhda.edu](mailto:harriskelaiah@fhda.edu).