



Integrated Planning & Budget Task Force

Agenda
October 29, 2019
1:00pm-2:00pm

ITEMS	TOPICS
1	Meeting Minutes
2	Program Review Draft Manual

Members in Attendance: Doreen Finkelstein, Isaac Escoto, Lene Whitley-Putz, Kristy Lisle, Kurt Hueg, Laurie Scolari, Debbie Lee, Carolyn Holcroft, Lara Triona, Lan Truong, Melissa Cervantes, Ram Subramaniam

1) Meeting Minutes

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

2) Program Review Draft Manual

- Kristy provided an update on the Advisory Council presentation.
 - The Advisory Council has agreed to use the program review powerpoint template for the presentations. The presentations will be conducted in two meeting sessions.
 - The Advisory Council requests IP&B determine the structure and the time allotted for presentations.
 - The Advisory Council has charged IP&B to continue with the Program Review template for Student Success Programs.
- IP&B determined that the program review presentations will be conducted in 20-minute intervals. The powerpoint presentation will be no more than 10 minutes and there will be 10 minutes for question and answers.
 - Presentations for Advisory Council will be scheduled for May 2020.

- The Committee reviewed the Program Review Manual and made edits.
 - The committee discussed the Annual Progress Report template. The purpose of the Annual Progress Report is to describe the short-term progress made in implementing the identified recommendations and action steps outlined in the Self-Study Report.
 - There was some discussion about using a separate annual template for programs that have not completed the Self-Study.
 - The committee will discuss creating a separate Annual Progress Report for programs that have not completed the Self-Study in future IP&B meetings. Academic Senate will be notified that IP&B is sorting out the details of the template.
 - The Program Review Manual was completed and posted to the Foothill webpage <https://foothill.edu/programreview/prg-rev-docs/program-review-manual.pdf>

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