

 **FOOTHILL COLLEGE****Integrated Planning & Budget Task Force**

Agenda
March 12, 2019
1:00pm-2:00pm

ITEMS	TOPICS
1	Meeting Minutes
2	Instructional Program Review Template
3	Program Review Timeline

Members in Attendance: Debbie Lee, Doreen Finkelstein, Kurt Hueg, Ram Subramaniam, Kristy Lisle, Elaine Kuo, Paul Starer, Isaac Escoto, Lene Whitley-Putz, Valerie Fong, Carolyn Holcroft, Eric Reed, Melia Arken

1) Meeting Minutes

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

2) Instructional Program Review Template

- The committee voted and approved to add the following question to the end of the Instructional Program Review Template
 - Is there anything you would like to add that is not in the template? (100 words or less)

3) Program Review Timeline

- The committee continued to discuss the program review timeline.
 - Since the data elements for the template will be available on Opening Day, the timeline for the program review process should occur from the beginning of winter quarter to the end of spring quarter.

- It is difficult to determine the timeline for program review, when the college has yet to identify the group that will provide feedback on the form.
 - Before moving forward with the timeline, IP&B identified the group responsible for providing feedback on the form.
 - The committee voted and approved that this group should consist of the following: one faculty division member (outside of the program), one at-large faculty member (appointed by Academic Senate), the division dean, and one classified staff member (outside of the program).
- The committee created a draft program review timeline. The timeline will be reviewed at the next meeting.

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