

Foothill College

Integrated Planning & Budget Task Force

Agenda
July 30, 2019
1:00pm-2:00pm

ITEMS	TOPICS
1	Meeting Minutes
2	Program Review Manual

Members in Attendance: Adrienne Hypolite, Doreen Finkelstein, Ram Subramaniam, Anthony Cervantes, Carolyn Holcroft, Isaac Escoto, Lan Truong, Kurt Hueg, Paul Starer, Elaine Kuo, Lene Whitley-Putz, Kristy Lisle, Melissa Cervantes, Elias Regalado, Thuy Nguyen, Kevin Harral, Laurie Scolari, Debbie Lee

1) Meeting Minutes

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

2) Program Review Manual

- The committee reviewed and discussed draft program review manual.
 - The committee approved the following sections:
 - Foothill College Vision, Mission, Value, and Purpose
 - Introduction
 - Program Review Goals
 - Program Review Categories
 - Roles and Responsibilities
- The committee determined that the roles and responsibilities for Faculty, Staff, Administrators, Writers, Review Team, Coaches, and the College Advisory Council should be defined to provide clarity on the expectations and tasks of each group.
- Next the committee reviewed the Program Review Teams.

- There was some discussion that each program category (Instructional, Student Services, and Instructional Support Services) should have a standardized membership for the review teams. This will increase the number of volunteers for each review team. For example, Instructional Review Teams consist of (1) faculty from same division, (1) faculty at large, (1) classified staff at large, and the division dean. Narrowing the membership will limit the pool of volunteers. For example, (1) Counseling staff/faculty, (1) Financial Aid staff, (1) faculty at Large, and the AVP Student Services.
- However, there were some challenges standardizing the Student Services Review Team due to the limited number of staff and/or faculty within some of the student services programs (ex: Student Activities). As a result, the committee will need to clarify which programs are in the Student Services division and if there are enough members to form a review team.
- The committee moved forward with the membership for the review teams as identified below and will continue reviewing the program review manual at the next meeting.

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

Program Review Teams

Instructional Review Team
<ul style="list-style-type: none">• Faculty from same division• Faculty at large• Classified staff at large• Division Dean
Student Services Review Team
<ul style="list-style-type: none">• Student Service faculty or staff member from same division• Classified Staff member at large• Faculty at Large• AVPSS/Division Dean
Instructional Support Services Review Team
<ul style="list-style-type: none">• Instructional Support Faculty or Staff• Classified Staff at Large• Faculty at large<ul style="list-style-type: none">○ Office of Online Learning Program Review – faculty would teach online classes• AVPI/Division Dean<ul style="list-style-type: none">○ EOPS Program Review - AVPSS