

# Foothill College

## Integrated Planning & Budget Task Force

Agenda  
February 19, 2020  
1:00pm-2:00pm

ITEMS	TOPICS
1	Meeting Minutes
2	Program Review Evaluation Surveys

**Members in Attendance:** Doreen Finkelstein, Debbie Lee, Lara Triona, Melissa Cervantes, Adrienne Hypolite, Ram Subramaniam, Elias Regalado

### 1) Meeting Minutes

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

### 2) Program Review Evaluation Surveys

- Institutional Research presented the questions for the program review evaluation survey to the committee. Each group (writers, readers, and Advisory Council) involved in the program review process will receive a survey to assess the new program review process.
  - The survey questions will evaluate the navigation of the software, the templates (for the writer and reader), and the program review process (operational phases).
  - The survey will be administered to each program review participant upon the completion of their role as the writer, reader, or Advisory Council member.
  - Note: Each group will receive the survey that is specific to their role in the program review process. The writers, readers, and Advisory Council will have a separate survey.

- The survey questions were approved by the committee.

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