



Integrated Planning & Budget Task Force

Agenda
May 12th, 2020
2:00pm-3:00pm

ITEMS	TOPICS
1	Meeting Minutes
2	IP&B Update
3	Program Review Writer Survey Results

Members in Attendance: Doreen Finkelstein, Debbie Lee, Laurie Scolari, Isaac Escoto, Lene Whitley-Putz, Lisa Ly, Kristy Lisle, Ram Subramaniam, Lara Triona, Leticia Maldonado, Carolyn Holcroft, Elias Regalado, Melissa Cervantes, Teresa Ong, Valerie Fong, Elaine Kuo

1) Meeting Minutes

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

2) IP&B Update

- The 19-20 program review deadlines have been extended.
 - Friday, May 29th – Reader Feedback Due
 - Friday, June 19th – FINAL Program Review Due (with Writer’s revisions)
 - Fall 2020 - Powerpoint & Presentation to Advisory Council Due (Date –TBD)
- The 20-21 program review will be completed virtually. The timeline and list of programs scheduled for the self-study will be shared with Academic Senate.
- IP&B will continue to review the Student Success Templates in upcoming meetings.

- IP&B will meet on May 26th for 90 minutes to discuss changes to the program review template and process, and review the Student Success Templates.
- Homework: Review the writer survey results and prepare to discuss next steps for what to do with this information, potential changes to program review, and how to move forward.

3) Program Review Writer Survey Results

- Most writers (8) responded that the program review template was very easy or somewhat easy to use. All of the writers who responded (10) found it very easy or somewhat easy to get their program review writer template questions answered.
- Some writers (5) responded that there were questions on the program review template that were difficult to understand. In elaborating further, the writers mentioned redundancy in the answers (3) or trends and statistics (2).
- The most common issue writers selected was adhering to the word limit (8).
- Other issues that writers mentioned included collaboration amongst the department faculty (sharing drafts for feedback and part-time faculty compensation) (5), developing action plans (2), template navigation (scrolling, data presentation layout, etc.) (2), and the dean feedback process (preferring face-to-face dialogue) (2).

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