

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

Agenda  
July 28th, 2020  
12:00pm-1:00pm

ITEMS	TOPICS
1	Meeting Minutes
2	Feedback Chart

**Members in Attendance:** Doreen Finkelstein, Lisa Ly, Kristy Lisle, Ram Subramaniam, Lara Triona, Elaine Kuo, Elias Regalado, Robert Cormia, Eric Kuehnl, Debbie Lee, Lene Whitley-Putz, Asha Jossis, Kurt Hueg, Anthony Cervantes

**1) Meeting Minutes**

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

**2) Feedback Chart**

- The committee reviewed the program review feedback chart to determine how to move forward with program review changes for improvement.

**Next Steps:**

- The committee will review the rubric and the template in detail simultaneously.
- The committee will review the Annual Progress Report.

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

## Program Review Feedback Chart

Template and Rubric Challenges/Recommendations	Writer	Reader	How to address feedback?
Word limit was challenging to meet	X	X	Change all for consistency to 150 and reevaluate next year.
Narrative explanation assumes trend and program goals. What if there is no trend and the program does not share the identified goals (e.g., FTES)? Does the template/rubric give an opportunity for the Writer to address this?	X		Address this issue in the writer/reading training. Add the term flat alongside negative/positive
Ask a question about national trends to prompt programs to consider larger context	X		Encourage in the training for writers to feel comfortable adding in other data and information as important in telling the program's story  Change the wording of the last question to: Is there any additional information about your program that has not been addressed in this

			template that you would like your readers to review?
Criteria “Actions are within departmental control” does not apply to everything. Reader and writer feedback specific to the number of sections offered and the rubric.	X	X	Review this section in the template and possibly reword but do not want to fully pull it out.
From the writer – want to look at the comparing to the college is not appropriate to the program	X		Review this section in the template and rubric
Collaborating with program readers was challenging (request for a shared live template).	X		Request made to Eric the Coder to improve template use
<ul style="list-style-type: none"> <li>• Difficulty deciding proposed action plans for writers</li> <li>• Difficulty giving explanation on identifying causes of trends</li> </ul>	X		Improve our training and coaching to ensure support to writers for these sections.

<ul style="list-style-type: none"> <li>• Difficulty understanding the data – (Kelaiah can maybe provide more detail on this...) <ul style="list-style-type: none"> <li>○ Reader is unsure of bigger context and or what the data represents</li> </ul> </li> </ul>			<p>Also indicate going to the Dean and IR coach to help with answers</p> <p>Look at the rubric to ensure it allows for a flexible response and clarity on more collaborative conversations.</p>
Redundancy in questions (Same question, different data) - Template is generic, consider questions on stacking, f2f vs online, fill rate	X	X	Look at the specific questions in the template
Request to embed rubric into template	X	X	Not possible at this time
Difficulty scrolling up and down the template to review data	X		Improve usability with Eric
IP&B Recommendation - Create radio buttons for each criterion in the rubric (allows readers to select what specific criteria was met)			We will do this!
<b>Reader Feedback</b>	<b>Writer</b>	<b>Reader</b>	
<p>Feedback from readers was not consistent</p> <ul style="list-style-type: none"> <li>- Should the data coaches help writers interpret readers feedback?</li> <li>- Should the committee be concerned about inconsistencies in feedback?</li> </ul>	X		<p>During Reader training more norming is needed. Providing support from Deans and IR Coaches to encourage them.</p>

			Be more explicit in the process about going back to the reader or dean about feedback they got. Put this into the schedule.
Should readers provide feedback on data?	X		Yes!
<b>Program Review Process</b>	<b>Writer</b>	<b>Reader</b>	
More training and norming sessions for readers	X	X	Covered in training the process
Closing the loop between Writers and readers (writer's response to the reader's feedback, attending advisory council)		X	
Provide Examples of writer responses for each criterion to the reader (during training)		X	
IP&B Recommendation - Ensure Writers are sharing Reader feedback with program			Let the department know who the writer is for the team. Need to improve writer communication with the faculty in the program? COVID caused a problem here.