

Foothill College

Integrated Planning & Budget Task Force

Agenda

August 15, 2018

9:00am-10:30am

ITEMS	TOPICS
1	Meeting Minutes
2	Program Review Template
3	Program Review Rubric

Members in Attendance: Carolyn Holcroft, Rachelle Campbell, Lan Truong, Isaac Escoto, Doreen Finkelstein, Eric Reed, Ram Subramaniam, Melia Arken, Kristy Lisle, Debbie Lee, Simon Pennington, Kurt Hueg, Paul Starer, Laureen Balducci, Teresa Ong

1) Meeting Minutes

- The committee voted and approved the meeting minutes by consensus.

2) Program Review Template

- The committee reviewed the comprehensive instructional program review template and made edits.
- The committee voted and approved the revised template.
- Upon completing the revisions, the template will be posted to the IP&B website.

3) Program Review Rubric

- The committee reviewed the draft program review rubric and made edits.
- There was discussion on whether to include 3 or 4 columns on the rubric scale. Combining 2 of the columns could provide more clarity for those completing program review; however, 4 columns may

encourage and support the goal of shifting program review into a continuous improvement process.

- The perception of the rubric and ratings were also considered. The committee moved forward with the 4 columns scale and revised the ratings. The new ratings are as follows (from high to low): Excellent, Meets the Standard, Needs Some Improvement to Meet the Standard, and Needs Major Improvement to meet the Standard.
- **The committee voted and approved the revised 4 column scale.**
- Next, the committee reviewed the “Mission Statement” section of the rubric, including the description and evaluation criteria, and made edits.
- For the purpose of piloting the new program review process, the criteria are weighted equally. The criteria will be revisited and further discussed in the future with a focus on evaluating the quality of the response and revising the criteria rating scale.
- The rating scales within the Program Review Rubric help us state specific criteria about what is expected in the template, as well as allows the Program Review evaluators to make judgments about what was submitted. The rating scale offers a systematic way of evaluating the quality of the response.
- **The committee voted and approved the 8 evaluation criteria for the “Mission Statement” section.**
- The committee will continue reviewing the rubric and the next template item at the next meeting.

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