

# Foothill College

## Integrated Planning & Budget Task Force

Agenda

August 29, 2018

9:00am-10:30am

ITEMS	TOPICS
1	Meeting Minutes
2	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, Kurt Hueg, Paul Starer, Lisa Lisle

### 1) Meeting Minutes

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

### 2) Program Review Rubric

- The committee reviewed the draft program review rubric.
- Members of the committee shared their edits for the “FTES” section.
- Upon reviewing the edits, the committee identified the “Evaluation Criteria and Description” and the “Rubric Scale” for the “Raw Numbers” and “Narrative” sections. The committee moved forward with these edits.
- There was some discussion to add language to the rubric and the program review template that is reflective of trends that remain flat. The committee will return to this discussion upon the completion of the rubric.

- Additional discussions included adding a CTE addendum to the “FTES Narrative Explanation” and providing examples and definitions, such as job data and industry trends.
- The committee will also need to define the term “Exceeds Expectations.” This discussion will be continued at a later date
- The committee will continue revising the program review rubric at the following meeting.

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