

Foothill College

Integrated Planning & Budget Task Force

Agenda
September 26, 2018
9:00am-10:30am

ITEMS	TOPICS
1	Meeting Minutes
2	Finance Template
3	Program Review PPT for The Council

Members in Attendance: Doreen Finkelstein, Eric Reed, Kristy Lisle, Lisa Ly, Elias Regalado, Melia Arken, Ram Subramaniam, Valerie Fong, Simon Pennington, Elaine Kuo, Carolyn Holcroft

1) Meeting Minutes

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

2) Finance Template

- The committee reviewed the Finance Template and made edits.
- The committee addressed the concern of the college's perception of the Finance Template. The function of the Finance Template, aside from resource requests, will provide transparency, awareness, and support equitable distribution of resources across the college campus. Programs will collaborate amongst each other to complete the template. The objective of the Finance Template will be shared with the college.
- At the next meeting, the committee will create the narrative prompts for the template.

- Once the Finance Template is complete, the committee will move forward with revising the Annual Program Review Template (Annual Update) and the Program Review Timeline.

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3) Program Review PPT for The Council

- Kristy shared the “IP&B Update” powerpoint to the committee. The “IP&B Update” powerpoint will be presented to The Council to provide an update on the IP&B charge.
- The presentation will include:
 - The current status of the Program Review Template Redesign
 - Suspension of the program review process for academic year 18-19
 - If program elimination is needed, a viability committee must be established and all programs must be reviewed based on criteria agreed upon at the Council.
 - Request The Council to charge IP&B Taskforce with continuing its work on the program review template, timeline, and manual.
 - Request for IP&B to return to The Council in January for an update.
- Moving forward the IP&B Taskforce will meet weekly for one hour. A new doodle poll will be sent to committee members to identify a new time for weekly meetings and possible all-day IP&B retreats.

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