

# Foothill College

## Integrated Planning & Budget Task Force

Agenda  
September 5, 2018  
9:00am-10:30am

ITEMS	TOPICS
1	Meeting Minutes
2	Program Review Rubric

**Members in Attendance:** Lan Truong, Doreen Finkelstein, Eric Reed, Ram Subramaniam, Kristy Lisle, Debbie Lee, Kurt Hueg, Simon Pennington, Valerie Fong, Lisa Ly, Elias Regalado, Paul Starer, Andre Meggersson

### 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.
- There was some discussion on whether to include the term “relevant curriculum” or “pedagogy” in the “FTES” section. “Relevant curriculum” may be challenging for some programs, due to limited relevant curriculum or course materials available in the subject area.
- The committee voted and approved the following revisions:
  - Culturally relevant pedagogy and/or curriculum
  - The curriculum and course materials are current
- Additional edits were made to the “FTES Action Narrative” sections. The committee voted and approved all criteria in the “FTES” sections.
- Next, the committee moved forward to the “Productivity” section.

- There was a discussion on whether the productivity rating scale should include a range of percentages (90%-85%) or numbers (ex: 500-516). For example, a productivity of 500-516 would be rated at “Meets the Standard”. However, this would leave some programs at a disadvantage, as not all programs are able to reach a productivity of 500.
- The committee agreed to use a range of percentages for the rating scale and revise the Instructional Program Review Template to include a graph that identifies the maximum productivity for the program.
- The “Meets the Standard” scale should be equivalent to the college productivity goal of 516. Institutional Research will determine if the range of 90% to 85% meets the college goal. If not, the range will need to be recalculated.
- The committee began to review the “Fill Rate” section of the rubric and will continue revising this section at the following meeting.

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