

FOOTHILL COLLEGE

Integrated Planning & Budget Task Force

Agenda

January 29, 2019

1:00pm-2:00pm

ITEMS	TOPICS
1	Meeting Minutes
2	Instructional Program Review Template and Rubric

Members in Attendance: Eric Reed, Debbie Lee, Doreen Finkelstein, Kurt Hueg, Carolyn Holcroft, Ram Subramaniam, Lisa Ly, Kristy Lisle, Elaine Kuo, Melissa Cervantes, Paul Starer, Adrienne Hypolite, Isaac Escoto, Teresa Ong

1) Meeting Minutes

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

2) Instructional Program Review Template and Rubric

- The committee received a preview of the electronic Annual Update form.
- There was a discussion on who should have access to complete and submit the form.
 - This could be a decision determined by the department faculty or by R&R. It was determined that R&R will make a recommendation.
- The committee identified areas of concern/clarification. These topics will be reviewed at a later date:
 - Who fills out the form?
 - What happens if there is an overlap of funding sources (i.e. Strong Workforce & Perkins)?
 - The committee should consider adding instructions specifically for CTE and Perkins sections.

- What if someone wants to make edits to the Annual Update form after it is submitted?
- Instructions should be included with the form and the Annual Update PDF version should be shared campus wide.
- The committee reviewed the Instructional Program Review Template and Rubric and made edits.
 - The following section was approved:
 - Enrollment by Student Demographics – Enrollment by Gender

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