

Foothill College

Integrated Planning & Budget Task Force

Agenda
 April 16, 2019
 1:00pm-2:00pm

ITEMS	TOPICS
1	Meeting Minutes
2	Learning Outcomes for Coaching Sessions

Members in Attendance: Kurt Hueg, Isaac Escoto, Lene Whitley-Putz, Valerie Fong, Eric Reed, Adrienne Hypolite, Debbie Lee, Kristy Lisle, Teresa Ong, Ram Subramaniam

1) Meeting Minutes

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

2) Learning Outcomes for Coaching Sessions

- The committee divided into groups to create learning outcomes for coaching sessions for the review team, program review writers, and the program review software.

Coaching Session	Learning Outcomes	Design of Coaching Session
Program Review Writers	Administrators, faculty, and staff will <ul style="list-style-type: none"> • understand new purpose of program review. • understand the purpose and elements of a program level mission statement (see rubric). • understand key terms and concepts. • understand the process after completion. 	<ul style="list-style-type: none"> • Split topic between division meeting/opening day/ • Sample Program review from fictitious dept or Business

	<ul style="list-style-type: none"> • understand various audiences. • understand narrative criteria in rubric and be able to analyze the data through the framework of the narrative criteria. • interpret data in order to draw conclusions about causality. • write actionable and demonstrable plans. 	
Review Teams	<p>Administrators, faculty, and staff will</p> <ul style="list-style-type: none"> • identify and discuss evaluation criteria and description of the rubric. • reliably apply the scoring range (excellent, meets standard, etc.) • provide constructive feedback to the authors of the Program Review to support continuous program improvement. • critically analyze the responses from Program Review authors as it relates to the question and the scoring range. • reflect on the Program Review process and provide feedback on its effectiveness. 	<ul style="list-style-type: none"> • Two-hour trainings. Hold two training sessions. • Consists of short lecture piece, overview for need/values of program review, and the role of the review team. • Small group activity and deep dive into 1 question. • Learn about template and rubric and how to make a connection between a given template question and it's corresponding portion of the rubric. • Look at the entire template and see if there are any trouble spots/spots that need further clarification/instruction. • Facilitators to create fake template responses (good, mediocre, not great) so that the group may start to norm template response/rubric ratings.

		<ul style="list-style-type: none"> • Groups provide feedback.
<ul style="list-style-type: none"> • Software Coaching 	<p>Administrators, faculty, and staff will</p> <ul style="list-style-type: none"> • know where the form exists • know how to enter, delete, edit, save, and submit data • Know who to ask questions regarding tech support, and questions about the template • Know which browser supports the form • Know how to create a hard copy of the form, before and after completion 	<ul style="list-style-type: none"> • Use training video • Live face -to-face training incorporated into the program review writer and review team coaching (10 minutes) • Create cheat sheet that corresponds with the training video

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