



## Integrated Planning & Budget Task Force

Agenda  
July 14th, 2020  
1:00pm-2:00pm

ITEMS	TOPICS
1	Meeting Minutes
2	Writer Feedback Discussion

**Members in Attendance:** Doreen Finkelstein, Lisa Ly, Kristy Lisle, Ram Subramaniam, Lara Triona, Elaine Kuo, Elias Regalado, Melissa Cervantes, Kathryn Maurer, Robert Cormia, Kurt Hueg, Asha Jossis, Eric Kuehnl

### 1) Meeting Minutes

- The committee voted and approved the meeting minutes by consensus.

### 2) Writer Feedback Discussion

- The committee reviewed the writers' feedback to determine how to move forward with making changes and improvements to the program review process and template
- The committee had the following recommendations:
  - Review and determine how much to increase the word limit (from 100 to 150-200)
    - Review the criteria in the rubric to determine if changes are needed (Can the criteria requirements be met in 100 words?)
    - Consider only increasing the word limit for specific narrative questions
  - Do not increase the word limit and encourage writers to respond in bullet points

- Emphasize in Writer Training that complete sentences are not required and bullet point responses are acceptable
- Request for writers to further explain and clarify which questions were redundant.
  - Consider a focus group to gather more detail on this and bring back to the committee to discuss collapsing questions

Next Steps:

- There will be a one-hour Program Review Overview for new IP&B committee members on Tuesday, July 21<sup>st</sup>, 12pm-1pm
- IP&B committee will meet after the overview, from 1pm-2pm, to make final decisions on program review changes.

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