

FOOTHILL COLLEGE
Integrated Planning & Budget (IP&B) Task Force
Wednesday, September 09, 2015
MEETING MINUTES - DRAFT

LOCATION: Room 1901 – President’s Conference Room
TIME: 1:00 PM – 3:00 PM

ITEM	TOPICS
1.	Review of August 20 Meeting Minutes
2.	Revised Proposal – Out-of-Cycle Faculty Prioritization Process
3.	Revised Comprehensive Program Review Template – Feedback & Discussion
3.	Annual Program Review Template – Feedback & Discussion
3.	Annual Program Review – TracDat Integration

ATTACHMENTS:

1. Revised Proposal – Out-of-Cycle Faculty Prioritization Process
2. Revised Instructional Comprehensive Program Review Template
3. Proposed Annual Program Review Template
4. TracDat Integration - Walkthrough

PRESENT:

Karen Smith, Justin Schultz, Carolyn Holcroft, Victor Tam, Cara Miyasaki, Andrew LaManque, Teresa Ong, Elaine Kuo, Paul Starer Kurt Hueg, Simon Pennington, Craig Gawlcik

ABSENT:

Christine Mangiamelli

1. REVIEW OF AUGUST 20 MEETING MINUTES

Feedback was requested regarding the minutes from the August 20th meeting – no changes were noted. All documents can be viewed at www.foothill.edu/staff/irs/IPBP/IPB2015.php.

2. REVISED PROPOSAL – OUT-OF-CYCLE FACULTY PRIORITIZATION PROCESS

Andrew LaManque presented a revised proposal for the Out-of-Cycle Faculty Prioritization Process. Clarification regarding the faculty pool and what determines the number of faculty that can be hired was added to the document.

Summary: Consensus was reached that the revised proposal is ready to be brought to PaRC in fall.

3. INSTRUCTIONAL COMPREHENSIVE PROGRAM REVIEW – REVISION

Elaine Kuo and Justin Schultz presented a proposed revised instructional comprehensive program review template. The revision focused on consistency in flow (data → assessment → goal → action plan), comparison of data to college standards, connection of program-level objectives to Core Mission/EMP goals, and clear distinction between goals/objectives and resource requests.

Summary: Ongoing feedback will be factored into additional revisions of the instructional comprehensive program review template (to be reviewed again at the 09.09 meeting). A draft revision of the Student Services comprehensive program review template will also be presented at the 09.09 meeting.

4. ANNUAL PROGRAM REVIEW TEMPLATE - REVISION

Andrew LaManque presented a proposed revision of the annual program review template. The proposed template is comprised of only a few key reflective prompts, requiring review of relevant data and consideration of goals/objectives + resource requests.

Summary: Ongoing revisions of the comprehensive program review templates will steer the revisions of the annual template, in an effort to maintain consistency with language and formatting (particularly with the program data and goals/objectives + resource request sections). A revised version of the annual template will be discussed at the 09.09 meeting.

5. ANNUAL PROGRAM REVIEW – TRACDAT INTEGRATION

Justin Schultz presented a proposal for integrating the annual program review into the TracDat software used for student learning outcome (SLO) assessment and reflection. The prompts from the annual program review template could be inserted as textbox prompts in TracDat, allowing users to insert their responses without the use of a separate WORD or PDF document. While this does not allow users to integrate their goals + resource requests, the narrative reflections could be captured electronically.

Summary: The working model of the TracDat integration will continue to be revised as feedback is gathered regarding the comprehensive and annual program review templates.

Next Meeting: Wednesday, eptember 09, 2015 (10:00AM-12:00PM, President's Conference Room)