

The Committee reviewed the Program Review Manual and made edits.

- The committee discussed the Annual Progress Report template. The purpose of the Annual Progress Report is to describe the short-term progress made in implementing the identified recommendations and action steps outlined in the Self-Study Report.
- There was some discussion about using a separate annual template for programs that have not completed the Self-Study.
- The committee will discuss creating a separate Annual Progress Report for programs that have not completed the Self-Study in future IP&B meetings. Academic Senate will be notified that IP&B is sorting out the details of the template.
- The Program Review Manual was completed and posted to the Foothill webpage <https://foothill.edu/programreview/prg-rev-docs/program-review-manual.pdf>

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