



Agenda
July 30, 2019
1:00pm-2:00pm

| ITEMS | TOPICS |
|-------|-----------------------|
| 1 | Meeting Minutes |
| 2 | Program Review Manual |

Adrienne Hypolite, Doreen Finkelstein, Ram Subramaniam, Anthony Cervantes, Carolyn Holcroft, Isaac Escoto, Lan Truong, Kurt Hueg, Paul Starer, Elaine Kuo, Lene Whitley-Putz, Kristy Lisle, Melissa Cervantes, Elias Regalado, Thuy Nguyen, Kevin Harral, Laurie Scolari, Debbie Lee

The committee voted and approved the meeting minutes by consensus.

The committee reviewed and discussed draft program review manual.

- o The committee approved the following sections:
 - Foothill College Vision, Mission, Value, and Purpose
 - Introduction
 - Program Review Goals
 - Program Review Categories
 - Roles and Responsibilities

The committee determined that the roles and responsibilities for Faculty, Staff, Administrators, Writers, Review Team, Coaches, and the College Advisory Council should be defined to provide clarity on the expectations and tasks of each group.

Next the committee reviewed the Program Review Teams.

- There was some discussion that each program category (Instructional, Student Services, and Instructional Support Services) should have a standardized membership for the review teams. This will increase the number of volunteers for each review team. For example, Instructional Review Teams consist of (1) faculty from same division, (1) faculty at large, (1) classified staff at large, and the division dean. Narrowing the membership will limit the pool of volunteers. For example, (1) Counseling staff/faculty, (1) Financial Aid st/F2 19A



