

Planning and Resource Council Planning Calendar
2012-2013

3-Year Cycle Summary

Cycle Component	Summer	Fall	Winter	Spring
Core Mission Work Groups		Present their plans		Present their reflections
Divisions			Complete Program Review	
Departments/Programs		Complete Program Review	Submit Resource Requests	
Educational and Strategic Master Plan		Draft updated version Presented to PaRC		Updated version presented to PaRC
Governance Handbook	IP & B Task force meets	Update and Revise as needed		Governance Survey distributed and discussed
Learning Outcomes Assessment Cycle	Institutional Research makes adjustments to process, submits annual report.	Course-Level, Program Level, Administrative Unit, Service Area SLO Reflections – 3 rd week	Course Level – 3 rd week	Course Level – 3 rd week
PaRC: FTE Allocations		Review next year's FTEF prioritizations	Collect all other resource requests	Prioritize FTEF for hire the year after coming Fall
Program Review Committee		Review Program Data	Evaluate Comprehensive Program Reviews	Present Program Review Summary to PaRC
Year 1 Additions (11-12)		Review student population data and hold discussion	Revisit and revise Mission statement as necessary	
Year 2 Additions (12-13)			Re-visit Planning Agendas and Self-Study	Terms expire in PaRC
Year 3 Additions (14-15)	New members appointed to PaRC			

Planning and Resource Council Planning Calendar
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Fall Quarter, Year 1 of Cycle

October 3 PaRC Meeting	October 17 PaRC Meeting
New Business <ul style="list-style-type: none"> • Welcome Back (Confirm members) • (Official Approval of Spring/Summer Minutes) • IP&B Task Force recommendations – Messina/Gilani/Kuo <ul style="list-style-type: none"> - PaRC Planning Calendar (Action Item) - Comprehensive Program Reviews (Action Item) - Template of Objectives (Action Item) - Updated Governance HB (Action Item) - Program Creation/Discontinuance (Distribute draft) 	New Business <ul style="list-style-type: none"> • Benchmarks and Metrics using Template of Objectives <ul style="list-style-type: none"> #1 – Basic Skills Workgroup #2 – Workforce Workgroup #3 – Transfer Workgroup #4 – OPC (Stewardship of Resources) • First read: Program Creation/Discontinuance Policy - Messina
Reports/Discussion <ul style="list-style-type: none"> • Judy's update: FTEF, Budget Allocations/reductions, post allocations to spreadsheet on web. • Core Mission Template of Objectives for 10/17 mtg. - Kuo 	Reports/Discussion
Action Items <ul style="list-style-type: none"> • See above (six items) 	Action Items <ul style="list-style-type: none"> • Accept Objectives from Core Missions
Notes: <ul style="list-style-type: none"> • RP Group Conference October 3-6 • Comprehensive Program Review Templates Distributed to all Deans after this meeting. • Follow up report due to ACCJC October 15 	Notes: <p>ACCJC Follow Up Site visit: Oct. 25/26</p> <p>ESMP First draft posted</p>

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

Planning and Resource Council Planning Calendar
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Fall Quarter, Year 1 of Cycle

November 7 PaRC Meeting	November 21 PaRC Meeting
New Business <ul style="list-style-type: none"> • Follow up Report to ACCJC 	New Business <ul style="list-style-type: none"> • Budget Reductions Report
Reports/Discussion <ul style="list-style-type: none"> • Second read: Program Discontinuance Policy - Messina • Election Results Report Out – Miner • Accreditation Follow-up Visit Debrief - Hueg • Educational Center update - Mummert 	Reports/Discussion <ul style="list-style-type: none"> • Third read: Program Discontinuance Policy – Messina • Budget Reductions report • Budget Reductions Scenario & Faculty Hiring • Mission Statement Process: Revisit, (Standard 1 ACCJC) – Kuo/Hueg
Action Items	Action Items

Meetings this month:

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Fall Quarter, Year 1 of Cycle

December 5 PaRC Meeting	December 19 PaRC Meeting
New Business <ul style="list-style-type: none"> Budget Update (If needed) 	New Business
Reports/Discussion <ul style="list-style-type: none"> OPC – Resource Allocation Rubric (First Read) –Treanor Who are our students? Data/Presentation – Kuo ESMP Plans - Timeline 	Reports/Discussion
Action Items <ul style="list-style-type: none"> Program Discontinuance Policy – Messina 	Action Items
Note: Annual Program Review Deadline is December 14 – All program reviews must be submitted to Deans.	Note: Winter Break

- Program review documents are due to Deans by December 14 for completion of Section 6.

Meetings this month:

OPC:

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Workforce Workgroup:

Transfer Workgroup:

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Winter Quarter, Year 1 of Cycle

January 2 PaRC Meeting	January 16 PaRC Meeting
New Business	New Business
Reports/Discussion <ul style="list-style-type: none"> • No Meeting 	Reports/Discussion <ul style="list-style-type: none"> • Program Review update and flowchart - Messina • Resource Allocation Timeline - Messina • OPC Resource Allocation Forms for Deans – Slater • President’s Office AU-SLOs - Miner
Action Items	Action Items <ul style="list-style-type: none"> • Approval of OPC items from December
Note: Winter Quarter starts Jan. 7	

See program review website for time line and documents: <http://foothill.edu/staff/irs/programplans/index.php>

Meetings this month:

OPC:

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Workforce Workgroup:

Transfer Workgroup:

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Winter Quarter, Year 1 of Cycle

February 6 PaRC Meeting	February 20 PaRC Meeting
New Business	New Business
Reports/Discussion <ul style="list-style-type: none"> • Professional Development – New Committee? • LRC Update – Messina/Starer • ESMP – Presentation of External Environment – Kuo • ESMP – Facilities & Fiscal Plans – Slater • Program Review Committee Rubric - Mummert 	Reports/Discussion <ul style="list-style-type: none"> • Accreditation Update – ACCJC Report – Hueg • SLOAC Report – Messina • ESMP - Fundraising – Miner & Woodworth
Action Items <ul style="list-style-type: none"> • 	Action Items <ul style="list-style-type: none"> •

- Divisions submit prioritized lists to their VP by February 15.
- Week of February 18 – VPs meet with their Deans to review resource requests.
- Week of February 25 - VPs meet with each other to create one prioritized resource request list.

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

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Winter Quarter, Year 1 of Cycle

March 6 PaRC Meeting	March 20 PaRC Meeting
New Business	New Business
Reports/Discussion <ul style="list-style-type: none"> • Professional Development Update • Budget Town Hall – Miner • Tech Plan Update – Hueg • Equity - Swett 	Reports/Discussion <ul style="list-style-type: none"> • Perkins Presentation – VP Workforce • Core Mission Workgroup Updates for ESMP (include funding updates) • Mission Statement Draft - Hueg
Action Items	Action Items <ul style="list-style-type: none"> • Accept Perkins Funding Recommendations
Note: League Conference in Texas = March 10 - 13	Note: Begin updating of ESMP using completed Program Review and Core Mission Benchmarks Templates of Objectives

- Week of March 11 – VPs meet to prioritize resource requests. Faculty/Staff prioritizations will go directly to PaRC, all others to OPC
- March 20 – Workforce Workgroup presents Perkins Allocations to PaRC
- Quarter ends March 29

Meetings this month:

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Spring Quarter, Year 1 of Cycle

April 3 PaRC Meeting	April 17 PaRC Meeting *** THIS MEETING WILL BE EXTENDED TO 2.5 HOURS
New Business	New Business • Budget Update
Reports/Discussion • No meeting	Reports/Discussion • Program Review Committee Presentation • Faculty & Staff Request Presentation - VPs • ARCC Report – Kuo • Mission Statement- 2 nd Read - Hueg
Action Items	Action Items
Note: Spring Break	- Faculty and Staff Prioritization Survey Open

- Quarter starts April 8
- April 17 - Program Review Committee presents summary of Comprehensive Program Reviews
- April 17 – VPs present summary of Faculty and Staff Requests, Survey opens
- OPC will make recommendations to PaRC in May.

Meetings this month:

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Transfer Workgroup:

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Spring Quarter, Year 1 of Cycle

May 1 PaRC Meeting	May 15 PaRC Meeting
New Business	New Business
Reports/Discussion <ul style="list-style-type: none"> • OPC/Resource Allocation update (First Read) • Faculty and Staff Survey results (First Read) • Program Review Committee Report (Second Read) 	Reports/Discussion <ul style="list-style-type: none"> • OPC/Resource Allocation Recommendations (Second Read/Approval) • Workgroup Template of Objectives reflections/update for ESMP • First read of ESMP Version 3.0 • May Revise
Action Items <ul style="list-style-type: none"> • Accept PRC Report for Program status 	Action Items <ul style="list-style-type: none"> • Final approval of Resource Allocation Recommendations (including Faculty and Staff prioritizations) • Approval of Mission Statement Final Read - Hweg
- AUO Survey Open	

- May 1 – OPC presents Resource Request Recommendations

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Spring Quarter, Year 1 of Cycle

June 5 PaRC Meeting	June 19 PaRC Meeting
New Business	New Business
Reports/Discussion <ul style="list-style-type: none"> • Second read of ESMP Version 3.0 • ESMP Appendices: (any plans who needed more time) • Program Review Committee (red or yellow) Remediation Plan or Response 	Reports/Discussion <ul style="list-style-type: none"> • Review of PaRC's self assessment, discussion on how to make improvements • Final read of ESMP Version 3.0
Action Items	Action Items <ul style="list-style-type: none"> • ESMP Version 3.0 Approval • Re-convene Summer Task Force, update charge
- Governance Survey Open	Final Meeting of 2012-2013 (Final Exams start June 25) Final Mission Statement to Board for approval 6/17/13

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