

Planning and Resource Council Annual Planning Calendar
2013-2014

2013-14 Cycle Summary

Cycle Component	Summer	Fall	Winter	Spring
Accreditation		Convene Midterm Report Writing Group	Annual Report submitted to ACCJC	-Present Midterm Report to PaRC (May) -Present Midterm Report to Board (July)
Core Mission Work Groups		Present objectives		Present reflections
Departments/Programs		Complete Program Review & Submit Requests		
Divisions			Complete Program Review	
Educational and Strategic Master Plan				Draft updated version to PaRC
Governance Handbook	IP & B Task force meets	Update and Revise as needed		Governance Survey distributed and discussed
Learning Outcomes Assessment Cycle		-Course-Level, Program Level, Administrative Unit, Service Area SLO Reflections – 3 rd week -Annual SLO Report to ACCJC	Course Level – 3 rd week	Course Level – 3 rd week
PaRC: FTE Allocations		Review 2013-14 FTE prioritizations		Prioritize FTE for 2014-15
Resource Prioritization (<i>OPC & Workforce Workgroup</i>)		- <i>OPC</i> : Review resource prioritization rubric - <i>Workforce Workgroup</i> : Review Perkins criteria	<i>Workforce Workgroup</i> : Present Perkins recommendations to PaRC	<i>OPC</i> : Present resource prioritization recommendations to PaRC
Program Review Committee (PRC)		Review Comprehensive Program Review Rubric	Evaluate Comprehensive Program Reviews	Present Comprehensive Program Review recommendations to PaRC

Planning and Resource Council Annual Planning Calendar
2013-2014

Fall Quarter, Year 2 of Cycle

October 2 PaRC Meeting	October 16 PaRC Meeting
<p>New Business</p> <ul style="list-style-type: none"> • Welcome Back (Confirm members) • Accreditation Update – Hueg/Kuo/Messina <ul style="list-style-type: none"> ○ Planning for Midterm Report (due October 2014) • Review ILOs and Values (ongoing through 2013-14) – Kuo • Equity Plan Update – Miner <ul style="list-style-type: none"> ○ Review existing committee in Governance Handbook – Kuo ○ Suggested revisions – Kuo • IP&B Task Force Recommendations – Annual & Comprehensive Templates – 1st Read – Gawlick/Kuo/Messina • Core Mission Template of Objectives for 11/16 mtg. – Kuo • Reorganization Update – Messina/Swett 	<p>New Business</p> <ul style="list-style-type: none"> • Facilities Update – Davis-Visas • Educational Center Update – Girardelli
<p>Reports/Discussion</p> <ul style="list-style-type: none"> • President’s Update: FTEF, Resource Allocation spreadsheet (on website) – Miner 	<p>Reports/Discussion</p> <ul style="list-style-type: none"> •
<p>Action Items</p> <ul style="list-style-type: none"> • Approve 6/19 Minutes • Approve PaRC Planning Calendar (6 Year Cycle) • Review & Approve Planning and Resource Council Annual Planning Calendar 2013-14 - Miner 	<p>Action Items</p> <ul style="list-style-type: none"> • Approve 10/2 Meeting Minutes • IP&B Task Force Recommendations – Annual & Comprehensive Templates – 2nd Read for Approval • Approve Student Equity Committee Structure Revisions
<p>Notes:</p> <ul style="list-style-type: none"> • 	<p>Notes:</p> <ul style="list-style-type: none"> • Tech Conference October 24-25 – Swett • Review ILOs and Values (ongoing through 2013-14) • Discussion of Student Equity Plan (ongoing through 2013-14)
<p>Materials for 10/2 Meeting Due: Wednesday, September 25 Materials Available for Public: Thursday, September 26</p>	<p>Materials for 10/16 Meeting Due: Wednesday, October 9 Materials Available for Public: Thursday, October 10</p>

Meetings this month:

OPC: Standing Meeting - Every Monday from 2:30-4PM in the President’s Conference Room (10/7, 10/14, 10/21, 10/28)

Basic Skills Workgroup: October 3rd from 2:30-4PM in the President’s Conference Room

Workforce Workgroup: Standing Meeting - The 2nd Tuesday of every month 2:30-4PM in the President’s Conference Room (10/8)

Transfer Workgroup: TBD

Planning and Resource Council Annual Planning Calendar
2013-2014

Fall Quarter, Year 2 of Cycle

November 6 PaRC Meeting	November 20 PaRC Meeting
New Business <ul style="list-style-type: none"> • Core Mission Workgroup Objectives 2013-14 <ul style="list-style-type: none"> ○ #1 – Basic Skills Workgroup ○ #2 – Workforce Workgroup ○ #3 – Transfer Workgroup ○ #4 – OPC (Stewardship of Resources) • Outreach Update – Duran • Marketing Update – White 	New Business <ul style="list-style-type: none"> •
Reports/Discussion <ul style="list-style-type: none"> • 	Reports/Discussion <ul style="list-style-type: none"> • PRC Update (membership & timeline) – PRC • PRC Rubric Presentation – PRC • OPC Rubric Presentation – OPC • Basic Skills Fund Rubric Presentation – Messina • Perkins Rubric Presentation – Mummert
Action Items <ul style="list-style-type: none"> • Approve 10/16 Meeting Minutes 	Action Items <ul style="list-style-type: none"> • Approve 11/6 Meeting Minutes
Notes: <ul style="list-style-type: none"> • Review ILOs and Values (ongoing through 2013-14) • Discussion of Student Equity Plan (ongoing through 2013-14) • Holiday November 11 	Notes: <ul style="list-style-type: none"> • Review ILOs and Values (ongoing through 2013-14) • Discussion of Student Equity Plan (ongoing through 2013-14) • Holiday November 28-29
Materials for 11/6 Meeting Due: Wednesday, October 30 Materials Available for Public: Thursday, October 31	Materials for 11/20 Meeting Due: Wednesday, November 13 Materials Available for Public: Thursday, November 14

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

Planning and Resource Council Annual Planning Calendar
2013-2014

Fall Quarter, Year 2 of Cycle

December 4 PaRC Meeting	December 18 PaRC Meeting
New Business <ul style="list-style-type: none"> Accreditation Midterm Report Update – Hueg/Kuo/Messina 	New Business <ul style="list-style-type: none"> No Meeting
Reports/Discussion <ul style="list-style-type: none"> Student Equity Plan Update – Student Equity Workgroup ESMP Update - Kuo 	Reports/Discussion <ul style="list-style-type: none">
Action Items <ul style="list-style-type: none"> Approve 11/20 Meeting Minutes Approve PRC Rubric Approve OPC Rubric 	Action Items <ul style="list-style-type: none">
Notes: <ul style="list-style-type: none"> Final Exams begin December 10 Fall Quarter ends December 13 Annual Program Review Deadline is December 13 – All program reviews must be submitted to Deans Review ILOs and Values (ongoing through 2013-14) 	Notes: <ul style="list-style-type: none"> Winter Break December 16 – January 3 Holiday December 24-27, December 31 – January 1
Materials for 12/4 Meeting Due: Monday, November 26* Materials Available for Public: Tuesday, November 27* <small>*Due date/Posting date are earlier for the Thanksgiving Holiday</small>	Materials for 12/18 Meeting Due: Materials Available for Public:

December 13 – Instructional and Student Services Program Review are due to their respective dean/director.

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

Planning and Resource Council Annual Planning Calendar
2013-2014

Winter Quarter, Year 2 of Cycle

January 1 PaRC Meeting	January 15 PaRC Meeting
New Business <ul style="list-style-type: none"> No Meeting 	New Business <ul style="list-style-type: none"> Professional Development Update – Baker/Chenoweth/Stefonik Facilities & Fiscal Plan – Slater Budget Update – Slater
Reports/Discussion <ul style="list-style-type: none"> 	Reports/Discussion <ul style="list-style-type: none">
Action Items <ul style="list-style-type: none"> 	Action Items <ul style="list-style-type: none"> Approve 12/4 Minutes
Notes: <ul style="list-style-type: none"> Winter Quarter starts January 6 	Notes: <ul style="list-style-type: none"> Review ILOs and Values (ongoing through 2013-14) Discussion of Student Equity Plan (ongoing through 2013-14) Holiday January 20
Materials for 1/1 Meeting Due: Materials Available for Public:	Materials for 1/15 Meeting Due: Wednesday, January 8 Materials Available for Public: Thursday, January 9

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

January 21 - Administrative Unit Program Review due to their respective VP/President

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

Planning and Resource Council Annual Planning Calendar
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Winter Quarter, Year 2 of Cycle

February 5 PaRC Meeting	February 19 PaRC Meeting
New Business <ul style="list-style-type: none"> President's Office AU-SLOs – Miner 	New Business <ul style="list-style-type: none"> Sustainability Update – Casey/Davis-Visas DSPS Update – Ong/Dobbins
Reports/Discussion <ul style="list-style-type: none"> 	Reports/Discussion <ul style="list-style-type: none"> Accreditation Annual Report – 1st Read – Hueg/Kuo/Messina <ul style="list-style-type: none"> Review Institutional Standards
Action Items <ul style="list-style-type: none"> Approve 1/15 Meeting Minutes 	Action Items <ul style="list-style-type: none"> Approve 2/5 Meeting Minutes
Notes: <ul style="list-style-type: none"> Review ILOs and Values (ongoing through 2013-14) Discussion of Student Equity Plan (ongoing through 2013-14) Holiday February 14, 17 	Notes: <ul style="list-style-type: none"> Review ILOs and Values (ongoing through 2013-14) Discussion of Student Equity Plan (ongoing through 2013-14)
Materials for 2/5 Meeting Due: Wednesday, January 29 Materials Available for Public: Thursday, January 30	Materials for 2/19 Meeting Due: Monday, February 12 Materials Available for Public: Tuesday, February 13

Divisions submit prioritized lists to their VP by February 13
 Week of February 24 – VPs meet with their Deans to review resource requests

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

Planning and Resource Council Annual Planning Calendar
2013-2014

Winter Quarter, Year 2 of Cycle

March 5 PaRC Meeting	March 19 PaRC Meeting
New Business •	New Business • Perkins Presentation – Mummert
Reports/Discussion • Review ILOs and Values – 1 st Read – ILOs/Values Workgroup	Reports/Discussion •
Action Items • Approve 2/19 Meeting Minutes • Review Accreditation Annual Report – 2 nd Read for Approval	Action Items • Approve 3/5 Meeting Minutes • Review ILOs and Values – 2 nd Read for Approval
Notes: • Discussion of Student Equity Plan (ongoing through 2013-14)	Notes: • Final Exams begin March 25 • Winter Quarter ends March 28 • Discussion of Student Equity Plan (ongoing through 2013-14)
Materials for 3/5 Meeting Due: Wednesday, February 26 Materials Available for Public: Thursday, February 27	Materials for 3/19 Meeting Due: Wednesday, March 12 Materials Available for Public: Thursday, March 13

Week of March 3 – VPs meet with each other to create one prioritized resource request list

Week of March 17 – VPs present their prioritized resource request to OPC (except for faculty & staff request prioritizations)

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

Planning and Resource Council Annual Planning Calendar
2013-2014

Spring Quarter, Year 2 of Cycle

April 2 PaRC Meeting	April 16 PaRC Meeting
New Business <ul style="list-style-type: none"> • No Meeting 	New Business <ul style="list-style-type: none"> • Budget Update – Slater
Reports/Discussion <ul style="list-style-type: none"> • 	Reports/Discussion <ul style="list-style-type: none"> • Faculty & Staff Request Presentation – Messina/Mummert/Slater/Swett • Program Review Committee Recommendations – 1st Read – PRC
Action Items <ul style="list-style-type: none"> • 	Action Items <ul style="list-style-type: none"> • Approve 3/19 Meeting Minutes • Accept Perkins Funding Recommendations
Notes: <ul style="list-style-type: none"> • Spring Break March 31 – April 4 • Spring Quarter starts April 7 	Notes: <ul style="list-style-type: none"> • Discussion of Student Equity Plan (ongoing through 2013-14)
Materials for 4/2 Meeting Due: Materials Available for Public:	Materials for 4/16 Meeting Due: Wednesday, April 9 Materials Available for Public: Thursday, April 10

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

Planning and Resource Council Annual Planning Calendar
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Spring Quarter, Year 2 of Cycle

May 7 PaRC Meeting	May 21 PaRC Meeting
New Business •	New Business •
Reports/Discussion • Student Equity Plan – 1 st Read – Student Equity Workgroup • Accreditation Midterm Report Draft – 1 st Read – Hueg/Kuo/Messina • Scorecard Report – Kuo • VP Update on Prioritization of Faculty & Staff (In response to PRC’s recommendations on 4/16) - Messina/Mummert/Slater/ Swett	Reports/Discussion • OPC/Resource Allocation Recommendations – 1 st Read – OPC • May Revise – Slater
Action Items • Approve 4/16 Meeting Minutes	Action Items • Approve 5/7 Meeting Minutes • Program Review Committee Recommendations – 2 nd Read for Approval • Student Equity Plan – 2 nd Read for Approval
Notes: • Faculty & Staff Prioritization Survey Opens	Notes: • Governance Survey Open • Holiday May 26
Materials for 5/7 Meeting Due: Wednesday, April 30 Materials Available for Public: Thursday, May 1	Materials for 5/21 Meeting Due: Wednesday, May 14 Materials Available for Public: Thursday, May 15

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

Planning and Resource Council Annual Planning Calendar
2013-2014

Spring Quarter, Year 2 of Cycle

June 4 PaRC Meeting	June 18 PaRC Meeting
New Business •	New Business •
Reports/Discussion • Review Faculty & Staff Prioritization Survey Results – Kuo	Reports/Discussion • Governance Survey Reporting Out – Kuo ○ Review of PaRC's self assessment, discussion on how to make improvements • ESMP – 1 st Read – Kuo
Action Items • Approve 5/21 Meeting Minutes • Approval of Resource Allocation Recommendations (including Faculty & Staff prioritizations) • Accreditation Midterm Report – 2 nd Read for Approval (to Board in July)	Action Items • Approval 6/4 Meeting Minutes • Approval of Faculty & Staff Recommendations • Re-convene Summer Task Force (update charge)
Notes: •	Notes: • Final Meeting of 2013-2014 • President's modifications on FTE recommendations to report out in Fall 2014 • Final Exams start June 24 • 2014 Graduation June 27
Materials for 6/4 Meeting Due: Wednesday, May 28 Materials Available for Public: Thursday, May 29	Materials for 6/18 Meeting Due: Wednesday, June 11 Materials Available for Public: Thursday, June 12

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup: