



## Putting Access Into Action

### Minutes

Date: March 9, 2010      Time: 1:30 p.m.  
Location: Biology Conference Room 5212

Attending: Bernie Day, Richard Galope, Don MacNeil, Tessa Morris, Paul Starer, Nhung Tran, & Chris White

### Summary

Item	Notes
Agenda	Review timeline for our SIP Review PAIA Goals/Educational Master Plan document Program Planning Goals: Identification of 3-5 Common Themes
Goals	Draft common themes across program plan reviews Discuss any commitments to actions our SIP wants to suggest
Next Meetings	Tuesday, March 16, 2010-Joint SIP Meeting/training on prioritization process and considerations (1 hour) Tuesday, March 23, 2010 1:30-3:00 in room 5212

### Discussion Detail

#### Timeline Discussion

- March 12<sup>th</sup> - all resource requests are due to the Office of Instruction.
- March 16<sup>th</sup> - all SI groups will meet for a one-hour training on prioritization procedures.
- From March 16 - April 30 - SIP's review and prioritize resource requests. There will be a lot of work to do and it is imperative that each SIP member be responsible for reviewing the requests in advance and to be prepared to discuss prioritization of requests at our SIP meetings. While there may seem like there is a large period of time to review requests, we are on an accelerated timeline with a very quick decision-making process.

#### General Discussion

- It was noted that it remains unclear how much we do will feed into the Educational Master Plan & the PaRC decision-making process.
- It was also noted that it is unclear if anyone outside a SIP or PaRC would have input into the resource requests. Will programs be able to present at PaRC or answer questions regarding their requests?

(All agendas and minutes will be archived online through the President's Office.)

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- Clarification was made regarding the tasks assigned to our SIP. While we have not been giving any specific direction from PaRC, as a SIP, we have agreed to work on the following concurrent tasks:
  - Review program reviews and extract common themes across the reviews to help develop commitments to action that we would like the College to establish for next year, and;
  - Review resource requests, in conjunction with our SIP goals, prioritize the requests and present them to PaRC.

#### Program Planning - Themes Discussion

- Talking through several of the program planning reviews, two (2) themes emerged as points for recommending commitments to action to PaRC.
  - Curriculum review & development
    - Refine curriculum development to make sure we are meeting the needs of students.
      - Commitment to action: Provide a robust analysis of the sequencing of curriculum across departments to review when courses are offered and do the courses genuinely sequence one another, so a student can complete their course requirements in a timely manner.
  - Articulation Pathways
    - Develop better transitions between high schools, Foothill and receiving institutions;
    - College readiness.

#### Next Steps

- Attend the all SIPS training on March 16<sup>th</sup>.
- Begin reviewing requests for March 23<sup>rd</sup> PAIA meeting.