



FOOTHILL COLLEGE

**Planning and Resource Council (PaRC)
Draft Minutes of October 17, 2012**

10/17/12 AGENDA ITEMS	TOPICS	LEADERS	EXPECTED OUTCOME
1	Welcome and Introductions	Judy Miner	
2	Approval of Minutes: October 3, 2012	Judy Miner	Action/Approval
3	Core Mission Objectives	Tri-Chairs	Action/Approval
3a	•Basic Skills Workgroup		
3b	•Workforce Workgroup		
3c	•Transfer Workgroup		
3d	•OPC (Stewardship of Resources)		
4	Program Creation, Discontinuance & Resource Reduction: First Read	Kimberlee Messina	Discussion/Information
5	Accreditation Follow-Up Visit	Judy Miner/Kurt Hueg	Discussion/Information
6	2012-13 Budget Reductions Simulation	Judy Miner	Discussion/Information
7	Questions/Concerns/Grapevine/Announcements	Judy Miner	Discussion/Information

Meeting began at 1:30 PM.

PRESENT:

Mark Anderson; Mia Casey; Maureen Chenoweth; Bob Cormia; Dolores Davison; Bernie Day; Sarah Delos Santos; Joseline Diaz; Margo Dobbins; Ion Georgiou; Darya Gilani; Meredith Heiser; Kurt Hueg; Elaine Kuo; Amy La Galante; Charlie McKellar; Kimberlee Messina; Judy Miner; Peter Murray; Erin Ortiz; Marcel Samudra; Sarah Schueler; Paul Starer; Victoria Taketa; Phuong Tran; and Shirley Treanor.

ABSENT:

Judi Mc Alpin; John Mummert; Jay Patyk; James Reardon; Denise Swett; and Antonia Zavala.

GUEST(S):

Dave De Villers

ITEM 1: WELCOME AND INTRODUCTIONS (MINER)

Judy welcomed everyone. Introductions were not made.

ITEM 2: APPROVAL OF MINUTES: OCTOBER 3, 2012 (MINER)

See attachments for details.

ACTION:

October 3, 2012 Minutes were approved by consensus as corrected (minor spelling/grammatical corrections).

ITEM 3a1 AND 3a2: CORE MISSION OBJECTIVES FOR 2012-13 – BASIC SKILLS WORKGROUP (TRI-CHAIRS)

See attachments for details.

3a1-Basic Skills Workgroup objective is two-fold: To track the 2012 Summer Bridge Math Program (intensive, two-week program) Cohort for three quarters and provide supportive interventions if possible, and to continue to revise, plan and improve a 2013 Summer Bridge Math Program in a collaborative effort between Math, English and Counseling.

The group will hear research presentation on the 2012 summer program at the first meeting. They will include data on ethnicity, percentage of students who completed the 2012 program who registered for the fall. They will identify the target consistency and begin initial planning for 2013 summer program, and explore possible collaboration with English and Integrated Reading & Writing (IRW).

3a2-Basic Skills Workgroup objective is to support course sequences and pathways to move students successfully through basic skills course sequences.

The group will agendaize Math My Way cohort tracking for second BSW meeting, compare trends seen in 2007-08 with current data on 2011-12 course completion, and identify support needs. They are also in consultation with the English Department to identify areas where BSW can support IRW sequence.

The group is looking for more people to participate, as well as needing another student representative. If you are interested, please contact one of the group members.

ITEMS 3b1, 3b2, and 3bc: CORE MISSION OBJECTIVES FOR 2012-13 – WORKFORCE WORKGROUP (TRI-CHAIRS)

See attachments for details.

3b1-Workforce Workgroup objective is to continue to verify and improve the use of Perkins funding. The group will closely monitor Perkins expenditures to assure all funds are spent within acceptable timelines and proper object code allocations. The group would have the allocation process completed before March 2013, with all Deans reporting use of Perkins funds.

3b2-Workforce Workgroup objective is to improve the visibility and functionality of the Workforce webpage. The group's target would be to update the page to have all workforce/CTE programs listed with links to the contact person in the program chosen. The group would work with the webmaster to provide easy access to all students seeking workforce educational plans.

3bc-Workforce Workgroup objective is to continue to increase awareness and improve information access related to all workforce and CTE programs. Prospective groups will be able to access information about the college's workforce and CTE programs by June 30, 2013. The group will continue presentations of all workforce and CTE Programs at the group's monthly meetings. They will review and advise marketing to ensure total scope and completeness of the Career and Vocational Guide. The group will identify what is currently being offered (in terms of CTE) in the Bay Area through the consortium.

ITEM 3c: CORE MISSION OBJECTIVES FOR 2012-13 – TRANSFER WORKGROUP (TRI-CHAIRS)

See attachments for details.

3c-Transfer Workgroup objective is to increase the number of students from all student populations on the pathway to transfer. The group will host six information sessions or practicum regarding student success and transfer. Program participants will be surveyed. The group will inform the campus community regarding data related to transfer-level course progression as part of at least one practicum. The goal of the practicums is to increase transfer awareness through dialogue, promotion action and increase transfer.

ITEMS 3d1 AND 3d2: CORE MISSION OBJECTIVES FOR 2012-13 – OPERATIONS AND PLANNING COMMITTEE (OPC) (STEWARDSHIP OF RESOURCES) (TRI-CHAIR)

See attachments for details.

3d1-OPC's objective is to develop a flow chart of what types of requests should be sent forward for consideration in the resource allocation process. The flow chart will show the pathway for all possible resource requests, focusing on requests that would ultimately be forwarded to OPC for prioritization in the resource allocation process.

3d2-OPCs objective is to revise the rubric used in making resource allocation recommendations to PaRC. The group will develop specialized rubrics for reassigned time, student services, administrative units in addition to instructional requests. The group will explore stipends and reassigned time requests by division, as part of the resource allocation process, as well as determine the use of stipends as an alternative to reassigned time.

ACTION: Core Mission Objectives for 2012-13: Basic Skills Workgroup, Workforce Workgroup, Transfer Workgroup, and OPC/Stewardship of Resources were approved by consensus.

ITEM 4: PROGRAM CREATION, DISCONTINUANCE & RESOURCE REDUCTION: FIRST READ (MESSINA)

See attachments for details.

DISCUSSION: Policies for integrated planning, program review, and resource allocation were developed by Integrated Planning and Budget (IP&B) with final approval from a number of college groups. Annual updates are approved every fall using the same process.

IP&B definitions were reviewed. The annual program review process is the primary system when resource allocation decisions are made. Prioritizations are forwarded to PaRC with final recommendations to the college president. Final resource allocation decisions are communicated to PaRC and campus community. PaRC will only consider resource requests for ongoing budget allocation if current program review self-studies are on file. Requests which involved a new program, more than one program, or don't fit within an existing program framework shall have a division area review and/or planning document along with it.

Program creation is handled in same manner as above to ensure the proposed program meets student needs, in alignment with college mission, and the college would be able to commit to program needs before its developmental stages.

For the program review process, all programs will complete a program review on a three-year cycle. These program reviews will be reviewed and evaluated by Program Review Committee (PRC), as well as any program review out of cycle. Additional representatives are needed for Academic and Classified representation.

If program remediation is recommended, then collaboration is had to develop a remediation plan, to identify goals and timelines, and the plan must be accepted by PRC, PaRC and college president. Implementation efforts and progress must be reviewed for benchmark goals.

If program suspension is recommended, students will be allowed to complete their plans through limited offerings and adhere to guidelines and timelines with De Anza, the district and collective bargaining units. During year of suspension, program will be evaluated again by PRC and assigned color status. PaRC may recommend reactivation or discontinuance. Collaboration is had to develop a remediation plan, to identify goals and timelines, and the plan must be accepted by PRC, PaRC and college president.

If program discontinuance is recommended, the college president will share the timeline and formal written notice with affected groups to collaborate a plan. Students will be allowed to complete their educational plan through limited offerings, course substitutions or other agreed upon options.

If resource reduction is recommended in cycle, the president will share the timeline and provide written, formal notice to affected groups.

Resource reductions in Student Services and Administrative Unit programs can occur out of program review cycle, but the program administrator will meet with Cabinet to determine needs, outline possibilities, and then share those with PaRC (position only). College president will make a decision and share with PaRC. The college president will share the timeline and provide written, formal notice to affected groups.

If the Board of Trustees formally declares extreme financial hardship districtwide, the college president will notify the college as a whole. The college president and cabinet will review finances and required timeline and discuss with PaRC. Discussion will include potential cost-cutting steps and comprehensive data. The discussion draft including PaRC's feedback will be circulated amongst applicable groups. If time allows, PRC and PaRC may provide alternative suggestions. If time does not allow, cabinet, academic and classified senate reps could take immediate steps.

ITEM 5: ACCREDITATION FOLLOWUP VISIT AGENDA (HUEG)

DISCUSSION: Kurt reviewed the agenda for the Accreditation Followup Visit scheduled for Wednesday, October 24.

ITEM 6: 2012-13 BUDGET REDUCTIONS SIMULATION (MINER)

DISCUSSION: Judy explained the budget reduction simulation is not good, but better than projected in June. Even if Proposition 30 did pass, the college still needs to make reductions. With the bulk of the cuts last year, it allowed us to preserve carryover moneys.

Judy thanked Victoria for her years of service and congratulated her on her upcoming retirement as of December 31, 2012. With Carol George's retirement from Counseling as well, it helped us to preserve 11-month contracts for counselors, as well as hire some part-timers. Judy thanked everyone for doing so well with saving money.

Judy is concerned with the lower enrollment numbers, which might be due to repeatability and new rules related to TBA hours. There is the need to find new populations. We are anticipating increases, but not fully restoring enrollment this year. We are hoping to hire full-time faculty in Fall 2013. Judy is requesting positions from Chancellor's Cabinet on October 23.

Counseling is uncertain at this time because we don't know about De Anza. They will lay off same number of counselors for 2013-14.

The Board of Trustees directed us to not violate the 50% law, so we must take reductions in non-instructional areas. The resident student enrollment is down and international student enrollment is up.

If Prop 30 does not pass, details of reductions will be announced in January.

ITEM 7: QUESTIONS/CONCERNS/GRAPEVINE/ANNOUNCEMENTS

DISCUSSION:

Sarah/ASFC announced that she and other ASFC students have recently been visiting classrooms to promote voter registration and voter awareness regarding propositions.

Judy offered Celebrity Forum tickets for any PaRC member for Capital Steps on October 31.

Elaine asked if the ESMP that was agendized for the next PaRC meeting be moved to November 21 instead.

Meeting adjourned at 2:51 PM.