

Planning and Resource Council Annual Planning Calendar

2014-2015

2014-15 Cycle Summary

Cycle Component	Summer	Fall	Winter	Spring
Accreditation		Submit Midterm Accreditation Report	-Annual Report submitted to ACCJC --Institutional Standards --SLO --Fiscal Report	
Core Mission Work Groups		Present objectives		Present reflections
Departments/Programs		Complete Program Review & Submit Resource Requests		
Divisions			Complete Program Review	
Educational and Strategic Master Plan		-Facilities Master Plan -Technology Master Plan -FHDA Ed Center Master Plan -3SP Master Plan -DSPS Master Plan	Master Plan writing	Present updated draft version to PaRC
Governance Handbook	IP & B Task force meets to review	Update and Revise as needed		Governance Survey distributed and discussed
Learning Outcomes Assessment Cycle -Course-Level, Program Level, Administrative Unit, Service Area SLO Reflections		-2013-14 Reflections due Week 3	Course Level – 3 rd week	Course Level – 3 rd week
PaRC: FTEF Allocations (Classified Staff & Faculty)		Review 2014-15 FTEF prioritizations		Prioritize FTEF for 2015-16
Resource Prioritization		- <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)	IP & B Task force meets to review	Review Comprehensive Program Review Rubric	Evaluate Comprehensive Program Reviews	Present Comprehensive Program Review recommendations to PaRC

Standing Items:

- ESMP
- Assess ILO “Communication”

DRAFT 9/12/14

Planning and Resource Council Annual Planning Calendar
2014-2015

Fall Quarter, Year 4 of Cycle

October 1 PaRC Meeting	October 15 PaRC Meeting
<p>New Business</p> <ul style="list-style-type: none"> Welcome Back (Confirm members) IP&B Task Force Recommendations – Annual & Comprehensive Templates – 1st Read – Gawlick/LaManque/Messina PRC Update (membership & timeline) – PRC Core Mission Template of Objectives for 10/15 mtg. – Kuo Accreditation Update – Kuo/LaManque/Messina <ul style="list-style-type: none"> Midterm Report (due October 2014) 	<p>New Business</p> <ul style="list-style-type: none"> Tech Plan – Baker Curriculum Updates – LaManque PRC Rubric Presentation – 1st Read – PRC Vision Statement Proposal – 1st Read - LaManque
<p>Reports/Discussion</p> <ul style="list-style-type: none"> President’s Update: FTEF, Resource Allocation spreadsheet (on website) – Miner Facilities Master Plan Update – Slater Educational Center Update – Girardelli Equity Plan Update – Student Equity Workgroup (to the Oct. 20 Board) 3SP Plan Update – Balducci/Swett (to the Oct. 20 Board) 	<p>Reports/Discussion</p> <ul style="list-style-type: none"> Professional Development Update – PDC Reorganization Update – Messina/Swett Central Services Building Update – Slater ESMP Update (Standing Item) – Kuo
<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 2014-15 - Miner 	<p>Action Items</p> <ul style="list-style-type: none"> Approve 10/1 Meeting Minutes IP&B Task Force Recommendations – Annual & Comprehensive Templates – 2nd Read for Approval Vision Statement – 2nd Read for Approval
<p>Notes:</p> <ul style="list-style-type: none"> ESMP (ongoing through 2014-15) Assess ILO “Communication” (ongoing through 2014-15) 	<p>Notes:</p> <ul style="list-style-type: none"> Tech Conference October 23-24 – Swett ESMP (ongoing through 2014-15) Assess ILO “Communication” (ongoing through 2014-15)
<p>Materials for 10/1 Meeting Due: Wednesday, September 24 Materials Available for Public: Thursday, September 25</p>	<p>Materials for 10/15 Meeting Due: Wednesday, October 8 Materials Available for Public: Thursday, October 9</p>

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

Student Equity Workgroup:

Planning and Resource Council Annual Planning Calendar
2014-2015

Fall Quarter, Year 4 of Cycle

November 5 PaRC Meeting	November 19 PaRC Meeting
<p>New Business</p> <ul style="list-style-type: none"> • Core Mission Workgroup Objectives 2014-15 <ul style="list-style-type: none"> ○ #1 – Basic Skills Workgroup ○ #2 – Workforce Workgroup ○ #3 – Transfer Workgroup ○ #4 – OPC (Stewardship of Resources) ○ #5 – Student Equity Workgroup • CCSSEE Report Out – Kuo • Campus Climate Survey Report Out - Kuo 	<p>New Business</p> <ul style="list-style-type: none"> • Basic Skills Funding Priorities – Basic Skills Workgroup • OPC Rubric Presentation – OPC – 1st Read • Perkins Rubric Presentation – Workforce Workgroup – 1st Read
<p>Reports/Discussion</p> <ul style="list-style-type: none"> • Outreach Update – Swett • Marketing Update – Hanstein • ESMP (Standing Item) – Kuo 	<p>Reports/Discussion</p> <ul style="list-style-type: none"> • ESMP (Standing Item) – Kuo
<p>Action Items</p> <ul style="list-style-type: none"> • Approve 10/15 Meeting Minutes • PRC Rubric – 2nd Read for Approval 	<p>Action Items</p> <ul style="list-style-type: none"> • Approve 11/5 Meeting Minutes
<p>Notes:</p> <ul style="list-style-type: none"> • ESMP (ongoing through 2014-15) • Discussion of ILO “Communication” (ongoing through 2014-15) • Holiday November 10 	<p>Notes:</p> <ul style="list-style-type: none"> • ESMP (ongoing through 2014-15) • Discussion of ILO “Communication” (ongoing through 2014-15) • Holiday November 27-28
<p>Materials for 11/5 Meeting Due: Wednesday, October 29 Materials Available for Public: Thursday, October 30</p>	<p>Materials for 11/20 Meeting Due: Wednesday, November 13 Materials Available for Public: Thursday, November 14</p>

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

Planning and Resource Council Annual Planning Calendar
2014-2015

Student Equity Workgroup:

Fall Quarter, Year 4 of Cycle

December 3 PaRC Meeting	December 17 PaRC Meeting
New Business <ul style="list-style-type: none"> • 	New Business <ul style="list-style-type: none"> • No Meeting
Reports/Discussion <ul style="list-style-type: none"> • ESMP Update (Standing Item) - Kuo 	Reports/Discussion <ul style="list-style-type: none"> •
Action Items <ul style="list-style-type: none"> • Approve 11/19 Meeting Minutes • Approve OPC Rubric 	Action Items <ul style="list-style-type: none"> •
Notes: <ul style="list-style-type: none"> • ESMP (ongoing through 2014-15) • Discussion of ILO "Communication" (ongoing through 2014-15) • Final Exams begin December 9 • Fall Quarter ends December 12 • Annual Program Review Deadline is December 12 – All program reviews must be submitted to Deans (Craig Gawlick to verify) 	Notes: <ul style="list-style-type: none"> • Winter Break December 15 – January 2 • Holiday December 24-26, December 31 – January 1
Materials for 12/4 Meeting Due: Monday, November 24* Materials Available for Public: Tuesday, November 25* <small>*Due date/Posting date are earlier for the Thanksgiving Holiday</small>	Materials for 12/17 Meeting Due: N/A Materials Available for Public: N/A

December 12 – Instructional and Student Services Program Review are due to their respective dean/director.

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

Student Equity Workgroup:

Planning and Resource Council Annual Planning Calendar

2014-2015

Winter Quarter, Year 4 of Cycle

January 5 PaRC Meeting	January 21 PaRC Meeting
New Business <ul style="list-style-type: none"> No Meeting 	New Business <ul style="list-style-type: none"> Professional Development Workshops – Baker/Chenoweth/Holcroft/Stefonik
Reports/Discussion <ul style="list-style-type: none"> 	Reports/Discussion <ul style="list-style-type: none"> Program Review Update – Staffing Report – PRC ESMP Update (Standing Item) - Kuo
Action Items <ul style="list-style-type: none"> 	Action Items <ul style="list-style-type: none"> Approve 12/3 Minutes
Notes: <ul style="list-style-type: none"> Winter Quarter starts January 5 	Notes: <ul style="list-style-type: none"> ESMP (ongoing through 2014-15) Discussion of ILO “Communication” (ongoing through 2014-15) Resource Requests Due Holiday January 19
Materials for 1/1 Meeting Due: N/A Materials Available for Public: N/A	Materials for 1/15 Meeting Due: Wednesday, January 7 Materials Available for Public: Thursday, January 8

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 (Craig Gawlick to verify)

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

Student Equity Workgroup:

Planning and Resource Council Annual Planning Calendar
2014-2015
Winter Quarter, Year 4 of Cycle

February 4 PaRC Meeting	February 18 PaRC Meeting
New Business	New Business
Reports/Discussion <ul style="list-style-type: none"> • President's Office AU-SLOs – Miner • Fiscal Plan – Slater • Budget Update – Slater • ESMP Update (Standing Item) - Kuo 	Reports/Discussion <ul style="list-style-type: none"> • Sustainability Update –Davis-Visas • DSPS Update – Ong/Dobbins • Midterm Report Status Update - LaManque • ESMP Update (Standing Item) – Kuo
Action Items <ul style="list-style-type: none"> • Approve 1/14 Meeting Minutes 	Action Items <ul style="list-style-type: none"> • Approve 2/4 Meeting Minutes
Notes: <ul style="list-style-type: none"> • ESMP (ongoing through 2014-15) • Discussion of ILO “Communication” (ongoing through 2014-15) • Holiday February 13, 16 	Notes: <ul style="list-style-type: none"> • ESMP (ongoing through 2014-15) • Discussion of ILO “Communication” (ongoing through 2014-15)
Materials for 2/4 Meeting Due: Wednesday, January 28 Materials Available for Public: Thursday, January 29	Materials for 2/18 Meeting Due: Monday, February 9 Materials Available for Public: Tuesday, February 10 <small>*Due date/Posting date are earlier for the President's Day Holiday</small>

Foothill President's ..., 9/2/2014 12:30 PM
Comment [1]: Moved to April 16 meeting

Divisions submit prioritized lists to their VP by February 12
Week of February 23 – VPs meet with their Deans to review resource requests

- Meetings this month:
OPC:
Basic Skills Workgroup:
Workforce Workgroup:
Transfer Workgroup:
Student Equity Workgroup:

Planning and Resource Council Annual Planning Calendar
2014-2015
Winter Quarter, Year 4 of Cycle

March 4 PaRC Meeting	March 18 PaRC Meeting
New Business <ul style="list-style-type: none"> Perkins Career Technical Education (CTE) Allocation Requests for 2015-16 – 1st Read Review Accreditation Annual Report – 1st Read 	New Business <ul style="list-style-type: none">
Reports/Discussion <ul style="list-style-type: none"> ESMP Update (Standing Item) - Kuo 	Reports/Discussion <ul style="list-style-type: none"> ESMP Update (Standing Item) - Kuo
Action Items <ul style="list-style-type: none"> Approve 2/18 Meeting Minutes 	Action Items <ul style="list-style-type: none"> Approve 3/4 Meeting Minutes Approve Perkins Career Technical Education (CTE) Allocation Requests for 2015-16 – 2nd Read for Approval Review Accreditation Annual Report – 2nd Read for Approval
Notes: <ul style="list-style-type: none"> ESMP (ongoing through 2014-15) Discussion of ILO “Communication” (ongoing through 2014-15) 	Notes: <ul style="list-style-type: none"> ESMP (ongoing through 2014-15) Discussion of ILO “Communication” (ongoing through 2014-15) Final Exams begin March 24 Winter Quarter ends March 27 Spring Break March 30 – April 3
Materials for 3/4 Meeting Due: Wednesday, February 25 Materials Available for Public: Thursday, February 26	Materials for 3/18 Meeting Due: Wednesday, March 11 Materials Available for Public: Thursday, March 12

Foothill President's ..., 9/2/2014 12:30 PM
Comment [2]: 1st read April 16 & approved May 7th

Week of March 2 – VPs meet with each other to create one prioritized resource request list

Week of March 16 – 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:

Student Equity Workgroup:

Planning and Resource Council Annual Planning Calendar

2014-2015

Spring Quarter, Year 4 of Cycle

April 1 PaRC Meeting	April 15 PaRC Meeting
New Business <ul style="list-style-type: none"> No Meeting 	New Business <ul style="list-style-type: none"> Program Review Committee Recommendations – 1st Read – PRC
Reports/Discussion <ul style="list-style-type: none"> 	Reports/Discussion <ul style="list-style-type: none"> Faculty & Staff Request Presentation – Messina/Mummert/Slater/Swett ESMP Update (Standing Item) - Kuo
Action Items <ul style="list-style-type: none"> 	Action Items <ul style="list-style-type: none"> Approve 3/18 Meeting Minutes
Notes: <ul style="list-style-type: none"> Spring Break March 30 – April 3 Spring Quarter starts April 7 	Notes: <ul style="list-style-type: none"> Faculty & Staff Prioritization Survey Opens ESMP (ongoing through 2014-15) Discussion of ILO “Communication” (ongoing through 2014-15)
Materials for 4/1 Meeting Due: N/A Materials Available for Public: N/A	Materials for 4/15 Meeting Due: Wednesday, April 8 Materials Available for Public: Thursday, April 9

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

Student Equity Workgroup:

Planning and Resource Council Annual Planning Calendar

2014-2015

Spring Quarter, Year 4 of Cycle

May 6 PaRC Meeting	May 20 PaRC Meeting
New Business <ul style="list-style-type: none"> 	New Business <ul style="list-style-type: none"> • OPC/Resource Allocation Recommendations – 1st Read – OPC
Reports/Discussion <ul style="list-style-type: none"> • Scorecard Report – Kuo • (If needed) VP Update on Prioritization of Faculty & Staff (In response to PRC’s recommendations on 4/16) - Messina/Mummert/Slater/ Swett • ESMP Update (Standing Item) - Kuo 	Reports/Discussion <ul style="list-style-type: none"> • May Revise – Slater • Budget Update – Slater • Faculty & Staff Prioritization Survey Report Out – Kuo • ESMP Update (Standing Item) - Kuo
Action Items <ul style="list-style-type: none"> • Approve 4/15 Meeting Minutes • Program Review Committee Recommendations – PRC – 2nd Read for Approval 	Action Items <ul style="list-style-type: none"> • Approve 5/6 Meeting Minutes
Notes: <ul style="list-style-type: none"> • ESMP (ongoing through 2014-15) • Discussion of ILO “Communication” (ongoing through 2014-15) 	Notes: <ul style="list-style-type: none"> • Governance Survey Open • ESMP (ongoing through 2014-15) • Discussion of ILO “Communication” (ongoing through 2014-15) • Holiday May 25
Materials for 5/6 Meeting Due: Wednesday, April 29 Materials Available for Public: Thursday, April 30	Materials for 5/20 Meeting Due: Wednesday, May 13 Materials Available for Public: Thursday, May 14

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

Student Equity Workgroup:

Planning and Resource Council Annual Planning Calendar
2014-2015

Spring Quarter, Year 4 of Cycle

June 3 PaRC Meeting	June 17 PaRC Meeting
New Business <ul style="list-style-type: none"> • Core Mission Workgroup Reflections of 2014-15 <ul style="list-style-type: none"> ○ #1 – Basic Skills Workgroup ○ #2 – Workforce Workgroup ○ #3 – Transfer Workgroup ○ #4 – OPC (Stewardship of Resources) ○ #5 – Student Equity Workgroup 	New Business <ul style="list-style-type: none"> •
Reports/Discussion <ul style="list-style-type: none"> • ESMP Update (Standing Item) - Kuo 	Reports/Discussion <ul style="list-style-type: none"> • Governance Survey Reporting Out – Kuo <ul style="list-style-type: none"> ○ Review of PaRC's self assessment, discussion on how to make improvements • PRC, OPC & Workgroups Report Out – Set Agenda for IP&B • ESMP Update (Standing Item) – Kuo
Action Items <ul style="list-style-type: none"> • Approve 5/20 Meeting Minutes • Resource Allocation Recommendations (including Faculty & Staff prioritizations) – OPC – 2nd Read for Approval 	Action Items <ul style="list-style-type: none"> • Approval 6/3 Meeting Minutes • Re-convene Summer Task Force (update charge)
Notes: <ul style="list-style-type: none"> • ESMP (ongoing through 2014-15) • Discussion of ILO “Communication” (ongoing through 2014-15) 	Notes: <ul style="list-style-type: none"> • Final Meeting of 2014-2015 • President’s modifications on FTE recommendations to report out in Fall 2014 • Final Exams start June 23 • 2014 Commencement June 26
Materials for 6/3 Meeting Due: Wednesday, May 27 Materials Available for Public: Thursday, May 28	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:

Student Equity Workgroup: