



FOOTHILL COLLEGE
Planning and Resource Council (PaRC)
Wednesday, October 1, 2014
DRAFT Minutes

PURPOSE: Participatory Governance Leaders Meeting
LOCATION: Administration Building / Room 1901 / President's Conference Room
TIME: 1:30 – 3:00 PM / First and Third Wednesdays

ITEMS	TIME	TOPICS	LEADERS	EXPECTED OUTCOME
1	1:30-1:40	Welcome Back! (Confirm Members)	Miner	
2	1:40-1:42	Approval of Minutes: June 19, 2014	Miner	Action
3	1:42-1:45	Approve PaRC Calendar (6 Year Cycle)	Kuo	Action
4	1:45-1:48	Review & Approve PaRC Annual Planning Calendar 2014-15	Miner	Action
5	1:48-2:00	President's Update: FTEF, Resource Allocation Spreadsheet	Miner	
6	2:00-2:10	IP&B Task Force Recommendations – 1 st Read	Gawlick/ LaManque	
7	2:10-2:15	PRC Update (Timeline & Membership)	PRC	
8	2:15-2:25	Accreditation Update – Midterm Report due October 2014	Kuo/ LaManque	
9	2:25-2:35	3SP Plan Update	Balducci/ Swett	
10	2:35-2:45	Equity Plan Update	Student Equity Workgroup	
11	2:40-2:45	Facilities Update	Slater	
12	2:45-2:50	Core Mission Templates of Objectives & Reflections for 2014-15	Kuo	
13	2:50-3:00	Questions/Concerns/Announcements	Miner	

Notes:

ESMP (ongoing through 2014-15)
Assess ILO “Communication” (ongoing through 2014-15)

ATTACHMENTS:

Item 2: Draft Minutes of June 19, 2014 Meeting
Item 3: PaRC Planning Calendar 2011-17 (6 Year Cycle)
Item 4: PaRC Annual Planning Calendar 2014-15
Item 5: President's Update: FTEF, Resource Allocation Spreadsheet
Item 6a: IP&B Recommendations
Item 6b: Suggested Revisions to PRC Charge
Item 6c: 2014-15 Annual Program Review Template (Universal)
Item 6d: Comprehensive Program Review Template – Administrator Unit

Item 6e: Comprehensive Program Review Template – Student Services
Item 6f: Comprehensive Program Review Template – Instructional
Item 7a: Program Review Timeline
Item 7b: PRC Proposed Membership
Item 8: Accreditation Midterm Report
Item 9: 3SP Plan
Item 10: Equity Executive Summary & Report
Item 12a: Core Mission Workgroup Objectives for 2014-15 Template
Item 12b: Core Mission Workgroup Reflections for 2014-15 Template

Meeting began at 1:30PM.

PaRC Members Present:

Al Guzman, April Henderson, Ava Gerami, Behrouz Amirbadvy, Bernata Slater, Bernie Day, Carolyn Holcroft, Charlie McKellar, Evelyn Chun, Hilda Fernandez, Josh Rosales, Judy Miner, Karen Smith, Kurt Hueg, Meredith Heiser, Paul Starer, Robert Cormia, Roberto Sias, Sarah Munoz, Teresa Ong, Victor Tam

PaRC Ex-Officio Members Present:

Andrew Hanstein, Andrew LaManque, Craig Gawlick, Denise Swett, Elaine Kuo, John Mummert, Kimberlee Messina, Nanette Solvason

Guests:

Brenda Davis Visas, San Lu, Thom Shepard

1. Welcome Back! (Confirm Members)

President Judy Miner welcomed everyone to the first PaRC meeting of the year. Members were confirmed.

2. Approval of Minutes: June 19, 2014

June 19, 2014 Minutes approved by consensus.

3. Approve PaRC Calendar (6 Year Cycle)

PaRC Calendar (6 Year Cycle) approved by consensus.

4. Review & Approve PaRC Annual Planning Calendar 2014-15

PaRC Annual Planning Calendar 2014-15 approved by consensus.

5. President's Update: FTEF, Resource Allocation Spreadsheet

Miner provided an update on the full time equivalent faculty (FTEF) and resource allocation. Operations & Planning Committee (OPC) Administrative Chair Bernata Slater commented that allocations have been made and that restrictive funds were used first. Slater stated that budget updates will be provided and requests will be fulfilled as funding became available. Miner reviewed the FTEF and the historic hiring patterns. Miner then announced that six positions would be requested from the district. Miner noted that the district was already expecting the college to pay back a few vacant positions due to new hires. Miner stated that the argument moving forward would be to advance established programs; in addition, the new hires have been placed in areas with consistent high enrollment growth. The top six faculty position areas were: Art History, Philosophy, Business, Computer Science, English Generalist, Economics, DRC/Veteran Counselor, Art

Studio Art, Economics, and Counselor. Miner noted that the Librarian position contract increase from ten to eleven months had already been addressed.

Student Equity Workgroup (SEW) Faculty Chair Paul Starer asked whether Miner felt hopeful that the district would allow for hires. Miner responded affirmatively and said that an update to PaRC on district's final decision would be delivered in the next couple of weeks. Lastly, Miner reported that full time equivalent students (FTES) increased from last year. FTES were up 25% in Summer Quarter, so the college would argue that the district should be rewarded for FTES increase/stabilization. Miner stated that the college would continue to track Fall Quarter FTES.

6. IP&B Task Force Recommendations – 1st Read

Associate Vice President of Instruction Andrew LaManque gave an Integrated Planning & Budget (IP&B) update. LaManque reported that the task force met five times over the summer to work on the following: Program Review Committee's (PRC) charge, the Annual Program Review Template, and the Student Services Comprehensive Program Review template. Regarding the PRC charge discussion, the task force sought out language that would give PRC more latitude in recommendations and allow for more specificity. Examples of PRC's charge would include: the ability to request the resubmission of a section; the ability to request the submission of a plan to the Dean, in cases such as declining enrollment; and also, the ability to make timing recommendations regarding remediation. LaManque continued on to state that the section on remediation was removed and replaced with new, more defined language. Implications for these changes could mean that not all yellow rated programs would have to complete a comprehensive program review this year. Lamanque stated that the focus of program review would be on program viability and improvement, and that this would account for programs that would need to rewrite sections due to clarity issues.

LaManque moved to review the Annual Program Review Template, noting that this was a universal template to be used for the Administrative Units, Instructional Units and Student Services. LaManque stated that a few sections were removed and that the task force worked primarily on the equity questions, with focus on best practices. As the equity questions were reviewed, LaManque commented that the Office of Instruction & Institutional Research had the required data pertaining to this section, but further conversations needed to occur regarding the standardization of data for Student Services.

LaManque then presented the Comprehensive Program Review Templates and noted small changes to the Student Services template, which included: first, a format change that moved the instructional component so that the organization was the same for all three comprehensives; and second, the addition of a question on standards to align this template with the administrative and instructional prompts. Starer encouraged the dissemination and discussion of the templates, as IP&B was "not the end-of-the-line." LaManque welcomed any suggestions for improving the templates.

OPC Classified Chair Al Guzman recommended making the process inclusive for both faculty and staff. Miner echoed Guzman's call for campus participation and stressed the value and importance of staff participation. Miner then added that the templates could include helpful elements such as pre-populated fields. LaManque concluded the discussion with a reminder that the templates would be on the October 15, 2014 PaRC agenda as a second read for approval item.

7. PRC Update (Timeline & Membership)

LaManque reviewed PRC's membership and reported that the Classified Senate and the Academic Senate approved the appointed representatives. OPC Faculty Chair Meredith Heiser commented that PRC's meeting dates should be publicized. Vice President of

Workforce and Institutional Advancement John Mummert noted that Dean of Middlefield & FHDA Ed Center Dawn Giradelli's appointment to PRC was not yet confirmed. Institutional Researcher Elaine Kuo then presented PRC's 2014-15 Timeline.

Kuo commented that another timeline draft would be available, which would then be posted on both the PaRC and PRC websites. Heiser asked when the data for the templates would be available and suggested that the date be included in the timeline document. Kuo responded that an update on data availability would be given at the October 15 PaRC meeting, so to align with the approval of the Program Review Templates.

8. Accreditation Update – Midterm Report due October 2014

LaManque gave an accreditation update and reported no major changes since last spring. LaManque informed PaRC that the Accreditation Midterm Report would be presented at the October 6 Board of Trustees Meeting. LaManque noted that the next self-study would have new standards to follow. The Accreditation Midterm Report was approved by consensus.

9. 3SP Plan Update

Associate Vice President of Student Services Laureen Balducci presented the Student Success & Support Program (3SP) Plan and announced that the report was due to the State by mid-October. Balducci commented that the 3SP Plan draft had been distributed and that there was a crosswalk between the plan and the Equity Plan. Balducci welcomed feedback on the draft plan. Academic Senate President Carolyn Holcroft noted that the Academic Senate received the document on Monday, September 29, 2014 and there would be substantive comments for the second reading.

Holcroft then inquired about the funding process for 3SP funds. Miner responded that the fund allocation process would be similar to Perkins funding. Heiser asked about the dollar amount that would be allocated. Slater responded that \$2.1 million of 3SP funds would be the flat amount allocated for this year only; however, the college would have to match funds, which were currently not readily available. Slater continued on to note that next year's funding would be based on management information system (MIS) reporting at the end of the fiscal year. MIS reporting would be based on FTES and activities (Orientation, Assessment, Ed Plan), which would then be assigned a certain allocation percentage. Miner suggested that the college consider the funding as ongoing, assuming that the funding continued to exist in the next two years.

Miner noted that the 3SP Plan would go to the October 6 Board of Trustees Meeting for approval, with the understanding that the document was a draft. Miner proposed that, depending on PaRC's assessment of the second reading, the college approve the document at the October 15 PaRC meeting to ensure that the report was submitted to the State before the October 17, 2014 deadline. Miner then commented that future revisions were anticipated due to the changing requirements of the Equity Plan.

Slater said that a Fund 14 was designated for matching 3SP funded activities, totaling \$4 million. Slater said that the campus could try to match 3SP funds with other district funds, such as Foundation funds; however, Fund 14 was currently on the positive side of the fifty-percent law. Slater clarified the previous statement by noting that 3SP funding was housed in Fund 21, but the dollar amount had to match the dollar amount in Fund 14. Holcroft commented that the Foothill would need to spend up on 3SP funding, and then asked how spending might occur. Slater responded that the money must be spent by June 30, 2015; therefore, the timeline could not be included in OPC processes.

Miner stated that the 2015-16 allocation should follow the processes of OPC. Slater then noted that the funding process would follow MIS reporting, so there would be limited flexibility. Miner asked for clarification regarding the local control of spending with comparison to Perkins spending. Slater explained that the 3SP spending rules were constantly evolving. Slater noted the allowance of fund carryover as an example of an unresolved 3SP funding issue. Mummert commented that 3SP spending should be reported out to PaRC in a similar fashion as the Workforce Workgroup reported out on Perkins spending.

Miner commented that the Board of Trustees would ask whether the college would be serving more students with the 3SP Plan, or if the plan's focus would be on students being more successful. SEW Faculty Chair Hilda Fernandez stated that the workgroup discussed the importance of collaboration to ensure that crosswalk between 3SP and SEW occurred. Slater stated that this was a good time for community colleges as there was some restoration to the budget. Slater then cited that approximately \$400,000 was allocated by the State for the Equity Plan. Miner concluded the topic by reminding PaRC that this document will be presented as a second read at the October 15 PaRC meeting.

10. Equity Plan Update

Starer presented the Equity Plan Update with a request for approval with one caveat. Starer said that the State had made a few changes to the plan, including a deadline change from November 21, 2014 to January 1, 2015; as well as data requirements, most of which would call for further data disaggregation. Starer then requested that PaRC approve the Equity Plan, and then allow SEW to return at a later date to present an appendix that would address how the college would meet the State's new Equity Plan requirements. Miner noted that the additional reporting requirements could be new workgroup objectives. Starer encouraged everyone to read the entire document, not just the executive summary. Starer requested participation of the campus in SEW meetings; noting that folks could attend any and all meetings that fit their scheduled.

LaManque then asked for a review of the plan's goal. Starer replied that the goal was to increase the course completion of targeted groups by three percentage points over three years. LaManque requested clarification on the difference between percentage and percentage points. Starer replied the difference between the two terms would be the change in percentage points, as opposed to 3%, as noted in the document. Regarding the \$5,000 SEW budget, Kuo requested clarification on the funding. Miner confirmed that the funding was an allocation, and not a donation.

PaRC approved the Equity Plan with additional appendices addressing new State requirements to be presented at a later date.

11. Facilities Update

Due to time constraints, this item will be presented at the October 15 PaRC meeting.

12. Core Mission Templates of Objectives & Reflections for 2014-15

Due to time constraints, this item will be presented at the October 15 PaRC meeting.

13. Questions/Concerns/Announcements

On the discussion of student equity outreach activities, Mummert stated that efforts would focus on outreach and thus students would not have to come to the Foothill campus. Transfer Workgroup Faculty Chair Kurt Hueg noted that outreach efforts should also occur at the college. Hueg then added that the Equity Plan should have explicit outreach plans as well.

Dean of Biological and Health Sciences Nanette Solvason stated that Program Review templates should have an equity prompt that stated what the division/department would do to increase the course success by three percentage points. LaManque replied that the Annual Program Review Template included such a prompt in Section 2: Student Equity. Starer again encouraged the campus to discuss program review with focus on equity. Slater suggested that the OPC Rubric incorporate student equity efforts as well.