



FOOTHILL COLLEGE
Planning and Resource Council (PaRC)
Wednesday, October 15, 2014
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	1:30-1:35	Welcome	Miner	
2	1:35-1:37	Approval of Minutes: October 1, 2014	Miner	Action
3	1:37-1:40	Integrated Planning & Budget (IP&B) Task Force Recommendations – Annual & Comprehensive Templates – 2 nd Read for Approval	Gawlick/ LaManque	Action
4	1:40-2:25	Student Success & Support Program (3SP) Plan– 2 nd Read for Approval	Holcroft/ Swett	Action
5	2:25-2:35	Program Review Committee (PRC) Rubric Presentation – 1 st Read	Gawlick/ LaManque	
6	2:35-2:40	Facilities Update	Slater	
7	2:40-2:45	Core Mission Templates of Objectives & Reflections for 2014-15	Kuo	
8	2:45-3:00	Questions/Concerns/Announcements	Miner	

Notes:

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

ATTACHMENTS:

- Item 2: Draft Minutes of October 1, 2014 Meeting
- Item 3a: 2014-15 Annual Program Review Template (Universal)
- Item 3b: Comprehensive Program Review Template – Administrator Unit
- Item 3c: Comprehensive Program Review Template – Student Services
- Item 3d: Comprehensive Program Review Template – Instructional
- Item 4: Student Success & Support Program (3SP) Plan
- Item 5: Comprehensive Program Review Rubric
- Item 7a: Core Mission Workgroup Objectives for 2014-15 Template
- Item 7b: Core Mission Workgroup Reflections for 2014-15 Template

Meeting started at 1:33PM.

PaRC Members Present:

Anthony Cervantes, April Henderson, Ava Gerami, Behrouz Amirbadvy, Bernie Day, Carolyn Holcroft, Charlie McKellar, Craig Gawlick, Debbie Lee, Evelyn Chun, Hilda Fernandez, Josh Rosales, Judy Miner, Karen Smith, Kurt Hueg, Paul Starer, Sarah Munoz, Teresa Ong, Victor Tam

Ex-Officio Members Present:

Andrea Hanstein, Andrew LaManque, Casie Wheat, Denise Swett, Elaine Kuo, John Mummert, Kimberlee Messina, Lauren Balducci, Nanette Solvason

Guests:

Brenda Davis Visas, Meredith Heiser

1. Welcome

President Judy Miner welcomed everyone to the meeting. Miner thanked Anthony Cervantes for serving as this year's Operations & Planning Committee (OPC) Classified Chair.

2. Approval of Minutes: October 1, 2014

October 1, 2014 minutes approved by consensus.

3. Integrated Planning & Budget (IP&B) Task Force Recommendations – Annual & Comprehensive Templates – 2nd Read for Approval

Associate Vice President of Instruction Andrew LaManque presented the Program Review Annual and Comprehensive Templates as a second read for approval. LaManque reported that no feedback was received for the templates that were presented at the October 1 PaRC meeting. Vice President of Instruction & Institutional Research Kimberlee Messina welcomed groups to continue to send feedback as they went through the program review process so that their comments could be applied to next year's templates.

Integrated Planning & Budget (IP&B) Task Force Recommendations – Annual & Comprehensive Templates approved by consensus.

4. Student Success & Support Program (3SP) Plan – 2nd Read for Approval

PaRC Faculty Chair Carolyn Holcroft and Vice President of Student Services Denise Swett presented the Student Success & Support Program (3SP) Plan as a second read for approval. Holcroft commented that the 3SP Plan was reviewed by the Academic Senate and great progress had been made since the plan was presented as a first read at the October 1 PaRC meeting. Swett acknowledged that faculty and staff feedback was incorporated in the plan. Holcroft and Swett planned to present a 3SP Plan Executive Summary to the campus at the November 19 PaRC meeting, with hopes to engage the Foothill community in 3SP Plan work.

Holcroft commented that there was potential for 3SP Plan initiatives to overlap with the work of the core mission workgroups. Holcroft also stated that the 3SP Plan had potential to be integrated within other important college documents, such as: the Educational Strategic Master Plan (ESMP), the Technology Plan, the Sustainability Plan, and more. Swett added that groups should meet to collaborate and leverage resources to ensure outcomes. Swett noted that the State would continue to change the requirements and regulations of 3SP Plan funding. Swett then stated that in the area of technology, Foothill was ahead of other colleges. Swett announced that Foothill would be hosting a free and completely online, two-day Technology Conference on October 23. More information could be found online at <http://www.foothill.edu/techconference/>.

Messina thanked everyone who contributed to the 3SP Plan and process. Regarding Holcroft's comment for the core mission workgroups to collaborate, Messina suggested that the Workgroup Tri-Chairs meet outside of PaRC to discuss the alignment of work and goals. Holcroft commented that the 3SP Plan was deceptive, in that, the requirements were placed mainly on Student Services; however, the plan required collaboration and buy-in from groups across campus. Student Equity Workgroup (SEW) Faculty Chair Hilda Hernandez commented that retreat days were very valuable for collaborative work.

PaRC Classified Chair Karen Smith stated that Classified Staff were an integral part of the campus, and that the group would like to be included in both the planning and action processes of the 3SP Plan. Smith commented that many campus documents did not require a signature from the Classified Senate, including the 3SP Plan. Holcroft stated that student voices should also be included in such important conversations. Miner applauded Associated Students of Foothill College (ASFC) President Josh Rosales for his efforts in the area of student development and campus inclusion in student issues. Rosales stated that the voices heard at each PaRC meeting have always been student focused. Rosales commented that the ASFC would continue to assign students to sit on committees in need of student representation. Miner reminded everyone that PaRC was an open meeting and that all interested parties were welcome to participate. Speaking to the ideas of collaboration, Miner commented that leveraging funding might be complex, but that grants and other resources might be tapped to ensure that the college moved forward with the student success agenda. Holcroft stated that opportunities for part-time faculty participation should also be created.

ASFC Senator Behrouz Amirbavy asked when the 3SP Plan was introduced to community colleges. Swett responded that the plan was proposed to the State in 2012 and introduced to the colleges in 2013; the final 3SP Plan template was provided to the colleges in May 2014. Miner added that the draft 3SP Plan was approved by the Board of Trustees on October 3, 2014.

Student Success & Support Program (3SP) Plan approved by consensus.

5. Program Review Committee (PRC) Rubric Presentation – 1st Read

LaManque presented the Program Review Committee (PRC) rubric and noted that it was different than last year's rubric. LaManque commented that these changes were made to provide direction for those completing the rubric. Last year the rubric was too detailed, resulting in a heavy workload for those evaluating the rubrics. LaManque stated that the purpose of the rubric was to identify programs with viability issues and to provide a holistic view of a program. While reviewing the rubric, LaManque explained that each section of the rubric would provide a color rating (as written in the PRC Charge) and then each program would receive an overall color rating.

Rosales stated that Student Activities received a yellow rating last year, and asked why this rating was given. LaManque replied that all program review reports were posted online and that Rosales should look to the document for rating rationale.

OPC Member Meredith Heiser asked when data would be available for the program review. Institutional Researcher Elaine Kuo stated that the Office of Instruction would post the data online sometime next week.

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

Kuo presented the Core Mission Templates of Objectives & Reflections for 2014-15 and noted that these documents were the same used last year. Kuo reported that the four core mission workgroups do not participate in the program review process; instead, each group was required to present their goals and reflections on an annual basis to PaRC. Kuo stated that the purpose of the first document, Core Mission Template of Objectives, was to document the group's objectives, set targets, and identify metrics. In addition, workgroup objectives should connect to the planning process with focus on institutional learning outcomes (ILOs). The core mission workgroups will report out on their goals at the next PaRC meeting.

The second document, Core Mission Template of Reflections, would record the group's reflections on their work during the academic year. Reflections would be completed in the Spring Quarter by each workgroup. Kuo noted that some objectives would be achieved in a year, while other goals might have a multi-year plan.

7. Questions/Concerns/Announcements

Regarding new hires, Miner reported that the college could conduct six searches for faculty positions. Miner noted that due to a few situations in the Business & Social Science Division, positions in this area might be revisited. PaRC would be updated on any changes. Miner also stated that the BSS/FGA: Instructional Designer position, which was the number one PaRC ranked classified position for hire, would be filled.

Miner announced that the process to select a baccalaureate pilot program had begun. Miner commented that only one application for each District would be considered. Chancellor Linda Thor would choose between Foothill's Dental Hygiene Program and De Anza's Automotive Management Program.

Messina reported that she participated in an accreditation visit of American Samoa Community College for the Accrediting Commission for Community and Junior Colleges (ACCJC). Messina noted that this college was one of the first institutions to be subjected to ACCJC's new standards. Messina stated that Foothill's next accreditation visit would be in three years. OPC Faculty Chair Debbie Lee asked about the possibility of changing accreditation agencies. Miner stated that the ACCJC's actions were highlighted during City College of San Francisco's situation, and that there was now a push from the State for accountability. By the end of the year, Miner noted, the colleges expected a rating system to be established by the State. Messina commented that many of ACCJC's new standards had come directly from the Federal Government.

Starer announced that Language Arts Division was working with the Humanities Division at San Jose State University (SJSU) to explore the possibility of piloting a seating of the California State University's Writing Standards Test (WST) at Foothill. SJSU was Foothill's number one transfer institution. Starer commented that if the campus could host this test once per quarter, Foothill students could take the test closer to their English classes, which could increase success rates.

Workforce Workgroup Administrative Chair Teresa Ong invited PaRC to attend the October 30 Veterans Resource Center (VRC) Opening. Coffee and donuts would be provided in the morning. Then at 4:00PM, the Foothill Authors Series and the Foothill-De Anza Foundation would host Aaron Glantz of the Center for Investigative Research. In the evening, Glantz would also be the guest speaker at a wine and cheese event.

Heiser invited the campus to attend presentations by local politicians visiting the De Anza and Foothill campuses. Assemblyman Rich Gordon would present a policy and budget update to students on October 29 at 11:30AM in the Hearthside Lounge, 2313.