



**FOOTHILL COLLEGE**  
**Planning and Resource Council (PaRC)**  
**Wednesday, January 21, 2015**  
**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	1:30-1:33	Welcome	Messina	
2	1:33-1:35	Approval of Minutes: December 3, 2014	Holcroft	Action
3	1:35-1:40	Operations & Planning Committee (OPC) Rubric – 2 <sup>nd</sup> Read for Approval	OPC	Action
4	1:40-1:45	Program Creation Proposal: Instructional Design & Technology Certificate of Achievement – 2 <sup>nd</sup> Read for Approval	Mummert	Action
5	1:45-1:55	Program Creation Proposal: Certificate of Achievement in Game Audio – 1 <sup>st</sup> Read	Mummert	
6	1:55-2:05	Emergency Hire Request: 3SP Counselors – 1 <sup>st</sup> Read	Balducci	
7	2:05-2:15	Advisory Council Creation Proposal: 3SP Advisory Council – 1 <sup>st</sup> Read	Holcroft / Swett	
8	2:15-2:25	Professional Development Committee Update	Professional Development Committee	
9	2:25-2:35	Educational & Strategic Master Plan (ESMP) – <i>Standing Item</i>	Kuo	
10	2:35-3:00	Questions/Comments	Messina	

**Notes:**

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

**ATTACHMENTS:**

Item 2: Draft Minutes of December 3, 2014 Meeting  
Item 3: Operations & Planning Committee (OPC) Rubric  
Item 4: Instructional Design & Technology Certificate of Achievement  
Item 5: Certificate of Achievement in Game Audio  
Item 7: 3SP Advisory Council

**Upcoming Events:**

Authors Series: *New York Times* Bestselling Author Lalita Tademy – February 25 / 10:15-11:15AM / Hearthside Lounge

**PaRC Members Present:**

Behrouz Amirbadvy, Bernata Slater, Bernie Day, Carolyn Holcroft, Craig Gawlick, Debbie Lee, Karen Smith, Kurt Hueg, Paul Starer, Robert Cormia, Sarah Munoz, Teresa Ong, Victor Tam

**PaRC Ex-Officio Members Present:**

Andrea Hanstein, Casie Wheat, Denise Swett, Kimberlee Messina, Laureen Balducci, Meredith Heiser, Nanette Solvason

**Guests:**

Al Guzman, Gay Krause, Jon Rubin, Roberto Sias, Steve McGritt

**Meeting started at 1:32PM.****1. Welcome**

As Acting President, Vice President of Instruction & Institutional Research Kimberlee Messina announced that President Judy Miner was on medical leave until April 2015. Messina encouraged the college community to email President Miner. Messina then introduced newly hired Executive Director of Institutional Research David Ulate to PaRC. A Bay Area local, Ulate expressed his excitement to be working for the Foothill-De Anza Community College District.

**2. Approval of Minutes: December 3, 2014**

December 3, 2014 Minutes approved by consensus.

**3. Operations & Planning Committee (OPC) Rubric – 2<sup>nd</sup> Read for Approval**

Vice President of Finance & Administrative Services Bernata Slater presented the Operations & Planning Committee (OPC) Rubric as a second read of approval. Classified Senate President Karen Smith asked if all areas on the rubric would be rated on a one to five scale. Slater responded that the rubric used a high to low rating scale. Operations & Planning Committee (OPC) Rubric approved by consensus.

**4. Program Creation Proposal: Instructional Design & Technology Certificate of Achievement – 2<sup>nd</sup> Read for Approval**

Messina introduced the Instructional Design & Technology Certificate of Achievement as a second read for approval on behalf of John Mummert, who was representing the college at another meeting. No questions or comments were made. Instructional Design & Technology Certificate of Achievement approved by consensus.

**5. Program Creation Proposal: Certificate of Achievement in Game Audio – 1<sup>st</sup> Read**

Messina introduced the Certificate of Achievement in Game Audio on behalf of John Mummert, who was representing the college at another meeting. Music Technology Instructor Eric Kuehnl presented background information and employment statistics on the Gaming Industry. Kuehnl noted that the Bay Area was the epicenter of the Gaming Industry. Kuehnl stated that the advisory board would be composed of members representing well-known gaming companies, including: Sony, Crystal Dynamics, Naughty Dog, and more. About 50% of the advisory board members anticipated four or more positions opening at their company within the next five years.

Workforce Workgroup Faculty Chair Robert Cormia inquired about the opportunities available to certificate students outside the Gaming Industry. Kuehnl responded that students completing the certificate would be eligible for entry-level positions in several fields, such as:

audio engineering, graphics, and sound reinforcement. Kuehnl noted that students would learn many transferable skills with the completion of the certificate.

Academic Senate President Carolyn Holcroft stated that the enrollment projections for certificate courses were reported as sixteen to twenty-nine students, which fell below the enrollment requirement (twenty students) for a course to be offered. Holcroft asked how the program planned to support a course that did not have at least twenty students enrolled. Kuehnl responded that all certificate courses were electives and each course anticipated enrollment to be above twenty. Messina added that the courses would also be offered online, which could also increase enrollment. Kuehnl said that enrollment was expected to increase once the certificate was offered.

#### **6. Emergency Hire Request: 3SP Counselors – 1<sup>st</sup> Read**

Associate Vice President of Student Services Laureen Balducci presented the emergency hire request for four categorically funded, full-time, tenure-track counselors to PaRC. These positions would be funded by the Student Success & Support Program (3SP) Plan. Balducci stated that the campus needed to spend down this year's allotted 3SP funds. Balducci reminded PaRC that this year's 3SP expenditures affected next year's funding from the State. In addition, more counselors were needed to serve students in the areas of orientation, assessment, placement, and the completion of educational plans.

Messina asked about the challenges of the hiring part-time counselors to meet the demands of the division. Balducci then stated that Foothill needed to recruit for full-time, tenure-track counselor positions as soon as possible to maintain a competitive hiring edge. California community college campuses were using 3SP dollars to actively recruit the same types of positions as our college. As a result, Balducci stated, the part-time counselor position pool had been depleted.

OPC Faculty Chair Debbie Lee inquired about the process for funding a tenure-track position with categorical funds. Messina responded that the faculty position was categorically funded by 3SP; however, the individual faculty member would be tenured. In the event that the 3SP funding ended, Messina continued to explain, the District would follow the contractual guidelines for tenured faculty. Meredith Heiser agreed that offering full-time, tenure-track positions was better than offering full-time, temporary positions. Vice President of Student Services Denise Swett commented that there was high competition for these positions in the Bay Area.

Holcroft asked about the anticipated hiring date of these positions. Balducci replied that Counseling wanted to start the search as soon as possible. Balducci noted that the division's three full-time, temporary counselors were contracted only through Spring 2015. Heiser stated that the tenure clock for the new positions would begin in Fall 2015. Balducci confirmed that the four tenure-track counseling positions would have 11-month faculty contracts. These counselors would be hired as generalists, but could also work with other divisions to meet the needs of the campus.

Roberto Sias inquired about the current staffing levels in Counseling. Balducci reported that Counseling had Temporary Employee Assignments (TEAs), an administrative assistant, a research analyst, a 3SP programmer, a school relations specialist, a 3SP coordinator, eighteen full-time counselors, and four part-time counselors. Balducci noted that Evaluations was now housed under Admissions & Records. Sias responded that it was great to hear that 3SP dollars would help to meet the needs of students. Balducci agreed that additional staffing would support counselors, who would then directly serve the student population. Starer asked if Student Services anticipated that the hiring expenditures in Counseling would put pressure on other divisions due to the fifty-percent law. Slater responded that categorical funds were not subject to the fifty-percent law. Balducci noted that all positions would be advertised as categorically funded.

SEW Faculty Chair Hilda Fernandez noted that the college had funds from 3SP, Basic Skills, and the Student Equity Plan. Fernandez then asked how the campus might align priorities to work together. Balducci responded that 3SP had very specific guidelines for spending; and thus, all groups would work collaboratively, but 3SP activities would be restricted by the State regulations. Heiser commented that counselors were needed to fulfill the great demands of students; however, in the past PaRC agreed not to propose any more emergency hires. Messina then noted that PaRC had actually agreed to be very specific about the definition of emergency hire so not to over use the process. Smith inquired about the hiring process. Messina replied that job descriptions and position announcements would be developed and advertised. The college would then follow the hiring procedures of Human Resources.

### **7. Advisory Council Creation Proposal: 3SP Advisory Council – 1<sup>st</sup> Read**

Holcroft and Swett introduced the 3SP Advisory Council Creation Proposal. Holcroft noted that the council's goals were aligned with 3SP Plan initiatives so to provided concrete direction moving forward. Swett stated that the advisory council differed from a workgroup, in that it was not mandated by the State. With the creation of an advisory council, the campus (faculty, staff, students, and administrators) would share the responsibility of 3SP Plan implementation by helping to oversee programs, review data, and establish early alert systems. Holcroft referenced Brenda Williams, Winter Quarter Professional Development Day speaker, when stating that the 3SP Advisory Council would be an interdisciplinary campus group that would aid in student success and retention efforts. Fernandez stated that the proposal streamlined necessary processes.

### **8. Professional Development Committee Update**

Holcroft and Smith presented the Professional Development Committee (PDC) Update. PDC Faculty Chair Ben Stefonik was currently teaching a class and PDC Administrative Chair Judy Baker was on medical leave. Holcroft stated that the PDC offered fifty-three campus events, not including online offerings; and had 786 participants in 2014. In addition, PDC planned Opening Day activities and offered themed workshops on a quarterly basis. Other PDC updates included: the purchase of the Lynda.com license, which gave staff access to online training modules; and a continued commitment to planning Opening Day activities. Smith noted that training completed on Lynda.com could be submitted for professional development award hours.

Holcroft reported out on the Winter Quarter Professional Development Day: Student Retention, and encouraged those who attended to submit their feedback surveys. Holcroft commented that the PDC operated on the suggestions and feedback of activity participants. Smith reported that thirty-two of the one hundred and eighteen classified staff attended the event. Smith noted that this was a very good turn out, and then asked managers to continue to allow classified staff to attend professional development events/workshops. Smith commented that classified employees were key to student retention efforts. Smith thanked Vice President of Student Services Denise Swett and Dean of Student Affairs & Activities Pat Hyland for organizing the student panel portion of the development day. Smith then welcomed the Associated Students of Foothill College (ASFC) to participate in future panels as student voices and opinions were highly valued.

Holcroft provided an overview of the Reflective Writing Challenge. Holcroft reported that a total of twenty-nine participants submitted writing pieces. Fernandez asked how folks could participate in the challenge. Holcroft stated that the challenge already began and that the writing pieces were posted on the Professional Development Committee website. The Writing Challenge might be offered again in the future.

Lastly, Holcroft reported that PDC goals were documented in their program review. Outcome reflections reported that 96% of surveyed participants said that they would use the skills learned from professional development workshops in their jobs. Holcroft then stated that it was a constant challenge to offer workshops that met the needs of our diverse campus. Holcroft welcomed specific requests for workshop

offerings.

### **9. Educational & Strategic Master Plan (ESMP) – *Standing Item***

Institutional Researcher Elaine Kuo was unable to present this item. Educational & Strategic Master Plan (ESMP) would be presented at the February 4 PaRC meeting.

### **10. Questions/Comments**

Messina announced that search consultants would come to the February 4 PaRC meeting to talk about the Chancellor search. Messina requested that PaRC members arrive early to maximize our time with the consultants.

Dean of Biological & Health Sciences Nanette Solvason announced that the Foothill College Dental Hygiene was one of fifteen programs to participate as a pilot program to offer a baccalaureate degree. Solvason stated that the program could enroll twenty-four students. This program would boost future enrollment figures. Solvason commented that former graduates of the Dental Hygiene program could enroll in two to three additional classes (which were still in development) to obtain a bachelor's degree. Messina mentioned that there would be residency issues for the degree, in that students pursuing the bachelor's degree would have to take all coursework at Foothill to earn the bachelor's degree. Solvason added that Foothill was working with the State to align program requirements, so that in the future Foothill could accept students with coursework from other colleges. Heiser wanted to know the number of faculty in the program. Solvason replied that there were three and a half full-time faculty and more than ten part-time faculty. Transfer Workgroup Faculty Chair Bernie Day asked about the anticipated pilot start date. Solvason stated that the first class of students would begin the pilot program in Fall 2016; however, the 2015 class would be eligible to take the additional courses to earn a bachelor's degree.

Lee asked for an update on Foothill's participation in the tutoring pilot program. Swett responded that the campus was waiting to hear back from the Online Education Initiative (OEI) regarding the pilot program start.