



**FOOTHILL COLLEGE**  
**Planning and Resource Council (PaRC)**  
**Wednesday, March 4, 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     | 1:30-1:35 | Welcome   | Holcroft |                  |
| 2     | 1:35-1:40 | Approval of Minutes: February 18, 2015                            | Holcroft | Action           |
| 3     | 1:40-1:55 | Emergency Hire – Language Arts – 1 <sup>st</sup> Read             | Starer   |                  |
| 4     | 1:55-2:10 | Review of Institutional Standards – 1 <sup>st</sup> Read          | Kuo      |                  |
| 5     | 2:10-2:25 | Outreach Update   | Swett    |                  |
| 6     | 2:25-2:40 | DSPS Update   | Ong      |                  |
| 7     | 2:40-2:50 | Educational & Strategic Master Plan (ESMP) – <i>Standing Item</i> | Kuo      |                  |
| 8     | 2:50-3:00 | Questions/Comments  | Holcroft |                  |

**Notes:**

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

**ATTACHMENTS:**

Item 2: Draft Minutes of February 18, 2015 Meeting  
Item 3: Emergency Hire – Language Arts  
Item 4a: Institutional Standards Memo  
Item 4b: Institutional Standards Presentation

**PaRC Members Present:**

Anthony Cervantes, Bernata Slater, Carolyn Holcroft, Charlie McKellar, Craig Gawlick, David Evans, Debbie Lee, Hilda Fernandez, Josh Rosales, Karen Smith, Kurt Hueg, Paul Starer, Robert Cormia, Sarah Munoz, Teresa Ong

**Ex-Officio Members Present:**

Casie Wheat, Denise Swett, John Mummert, Laureen Balducci, Meredith Heiser

**Guests:**

Al Guzman, Jon Rubin

Meeting started at 1:34PM.

### **1. Welcome**

Vice President of Finance & Administrative Services and Acting President Bernata Slater presided over the meeting as President Judy Miner was on medical leave until April 1, 2015.

### **2. Approval of Minutes: February 18, 2015**

February 18, 2015 Minutes approved by consensus.

### **3. Emergency Hire – Language Arts – 1<sup>st</sup> Read**

Starer presented the emergency hire for a librarian position in the Learning Resource Center (LRC). The agenda incorrectly listed this item as an emergency hire for Language Arts. Starer stated that Librarian Pam Wilkes was retiring and the Language Arts & LRC Division sought to fill the position vacancy with an emergency hire. A part-time librarian could not easily fill the vacancy, as this highly technical position required a specific skill set; and thus, Starer asked PaRC for authorization to proceed with the hiring process.

Classified Senate President Karen Smith stated that the Board of Trustees had not yet approved Wilkes' retirement and asked how the college would proceed. Starer replied that the letter would appear on the April Board of Trustees agenda. Presently, Starer stated that the division was asking for PaRC's permission to begin the hiring process.

Operations & Planning Committee (OPC) Faculty Chair Debbie Lee request clarification on the regular faculty hiring process. Slater stated that the normal procedure for hiring faculty positions was as follows: faculty positions were requested by the deans in the program review documents; the vice presidents and the president would rank each request; the district would then notify the college of the hiring authorizations for the coming year. Slater continued on to state that this librarian position would not appear as part of the approved 2015-16 hiring authorizations because the position vacancy was just announced. Vice President of Workforce & Institutional Advancement John Mummert commented that a vacancy in the LRC team would negatively impact Foothill students, and thus PaRC should move to approve the emergency hire request.

Starer noted that this was the first read of the request and the second read for approval would occur at the March 18 PaRC meeting. Transfer Workgroup Administrative Chair Kurt Hueg stated that this was a critical position to fill. Meredith Heiser asked if Wilkes could train the new hire before retiring. Starer stated that he could not comment on this request; however, this was a possibility. Lee commented that Heiser had raised concerns for emergency hires in the past and asked Heiser to reiterate her concerns about the process. Heiser stated that emergency hire requests should not be used to bypass the existing faculty hiring process.

### **4. Review of Institutional Standards – 1<sup>st</sup> Read**

Basic Skills Workgroup Classified Chair Craig Gawlick presented the Institutional Standards presentation and memo on behalf of Institutional Researcher Elaine Kuo, who was unable to attend the meeting. Gawlick stated that Student Services, the Instructional Divisions, and the Administration were asked to comment on each of the institutional standards. The institutional standards differed from the benchmarks or goals as specified by the State Chancellor's Office. Gawlick reported that the college set each the standard, and that programs should easily meet each standard. Data resources were used to support findings. Workforce Workgroup Faculty Chair Robert Cormia asked if the standards should be part of the equity and student success goals. Academic Senate President Carolyn Holcroft replied that the standards were not goals; instead, aspirational goals would be reported in the State's Institutional Effectiveness Indicator document.

Gawlick review the institutional standards for the following areas: student course completion, student program completion, student degree completion, student certificate completion, student transfer to four-year colleges/universities, student licensure exam pass rate for CTE programs, student job placement rate for CTE program completers. Regarding the student licensure exam pass rate for CTE programs, Heiser asked why the sample size was so small. Mummert responded that the sample sizes were based on the program class size. Lee asked why the actual number of students, instead of the percentage, was reported for the student program completion standard, the student degree completion standard, and the student certificate completion standard. Mummert commented that the Accrediting Commission for Community and Junior Colleges (ACCJC) requested actual numbers for these particular standards.

Lee asked if the college would be penalized for not meeting the established standards. Gawlick replied that these standards were set so that the college would successfully meet each standard. Gawlick noted that the college's aspirational goals would be documented as part of the Institutional Effectiveness Indicator, which was issued by the State Chancellor's Office. Holcroft noted that the document was due to the State on June 20, 2015. Review of Institutional Standards will be presented as a second read for approval at the March 18 PaRC meeting.

## **5. Outreach Update**

Vice President of Student Services Denise Swett presented the Outreach Update. Swett announced that the college now had two school specialists, Antoinette Chavez and Marco Tovar, who were leading outreach efforts. Swett commented that Outreach launched an aggressive "guerilla" marketing and outreach campaign through the efforts of the 152 Community Ambassador Program (CAP) student volunteers. Outreach efforts included: Student Orientation, Assessment and Registration (SOAR) events, middle school and high school campus visits, campus tours and student registration help (located in room 2150). Outreach partnered with Marketing to update materials and planned events with specific targeted audience efforts. Departments interested in campus tours or other CAP services should contact Antoinette Chavez.

Heiser asked if students could make appointments with counselors once registered with the Outreach team. Chavez replied that the SOAR events included an orientation and registration in a Counseling 5 course; students could also make an appointment with Counseling once registered. Swett announced that an Early Alert Coordinator would be hired to provide follow up on Outreach efforts. Swett stated that the college would begin a trial with Starfish Retention Solutions, which would allow the college to track student success. Starfish demonstrations would be held on April 9. The District hoped to have the program implemented by the Fall Quarter.

## **6. DSPS Update**

Workforce Workgroup Administrative Chair and Dean of the Disability Resource Center (DRC) & Veterans Programs provided a Disabled Student Programs and Services (DSPS) update. Ong reported that DSPS services were housed in the DRC, which was located in the newly renovated 5400 Building. The DRC offered the following services: academic coaching, counseling, testing, and smart pen and laptop loan programs. The DRC served a diverse student population, including veterans. Ong commented that both the DRC student population and the special classes offering were trending downward due to repeatability regulations. Areas of growth included: community based classes for disabled adults, also known as Fridays@Foothill; and the increased capacity to the Transitions to Work (TTW) program (twenty-five to thirty students with potential to enroll more student in the future).

Ong reported that Clockworks, a program that would allow the DRC to track students on MyPortal, would be launched on April 1 by the DRC. Clockworks faculty drop-in training dates would be March 18-20, April 9-10, and April 16-17. With Clockworks, students could request accommodations, book an exam, and also view their exam schedule; in addition, faculty could see all student accommodation letters

for each class. Starer asked how faculty would be notified of accommodation requests. Ong replied that faculty would receive an email to check the Clockworks Portette on MyPortal. Smith asked why students had to request accommodations on a quarterly basis. Ong replied that student accommodations were dependent upon the coursework and content for each quarter; thus, accommodation requests would differ with each course.

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

Kuo was unable to present this item.

#### **8. Questions/Comments**

No questions or comments recorded.