



**FOOTHILL COLLEGE**  
**Planning and Resource Council (PaRC)**  
**Wednesday, May 6, 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

<b>ITEMS</b>	<b>TIME</b>	<b>TOPICS</b>	<b>LEADERS</b>	<b>EXPECTED OUTCOME</b>
1	1:30-1:35	Welcome	Smith	
2	1:35-1:40	Approval of Minutes: April 15, 2015	Smith	Action
3	1:40-1:55	District Mission Statement – 1 <sup>st</sup> Read	Ulate	
4	1:55-2:05	Program Review Committee (PRC) Recommendations – 2 <sup>nd</sup> Read for Approval	PRC	Action
5	2:05-2:20	Emergency Hire Request: Chemistry Instructor – Approval	Tam	Action
6	2:20-2:35	Faculty & Staff Request Presentation Update: Workforce & Institutional Advancement	Mummert	
7	2:35-2:45	Faculty & Staff Prioritization Survey: Instructions & Timeline Review	Kuo	
8	2:45-2:55	Educational Master Plan (EMP) Update (Standing Item)	Kuo	
9	2:55-3:00	Questions/Announcements	Smith	

**Notes:**

Faculty & Staff Prioritization Survey Opens  
Assess ILO “Communication” (ongoing through 2014-15)

**ATTACHMENTS:**

Item 2: Draft Minutes of April 15, 2015 Meeting  
Item 4: Program Review Committee (PRC) Recommendations  
Item 5: Emergency Hire Request: Chemistry Instructor  
Item 6: Faculty & Staff Request Presentation Update: Workforce & Institutional Advancement

**Upcoming Events:**

May 13 – EMP All Day Retreat  
May 18-22 – Classified Appreciation Week  
May 28 – Scholar Athlete Award Night

**PaRC Members Present:**

Anthony Cervantes, Behrouz Amirbadvy, Bernata Slater, Bernie Day, Charlie McKellar, Clare Tang, Craig Gawlick, Debbie Lee, Evelyn Chun, Karen Smith, Paul Starer, Robert Cormia, Roberto Sias, Sarah Munoz, Teresa Ong, Victor Tam

**PaRC Ex-Officio Members Present:**

Andrea Hanstein, Andrew LaManque, Casie Wheat, Denise Swett, Elaine Kuo, John Mummert, Lauren Balducci

**Guests:**

Isaac Escoto, David Ulate

**Meeting began at 1:31PM.****1. Welcome**

Vice President of Finance & Administrative Service chaired the meeting as President Judy Miner was on conference travel. Academic Senate Vice President Isaac Escoto represented the Academic Senate because Academic Senate President Carolyn Holcroft was also on conference travel.

**2. Approval of Minutes: April 15, 2015**

April 15 PaRC Minutes approved by consensus.

**3. District Mission Statement – 1<sup>st</sup> Read**

Executive Director of Institutional Research David Ulate presented the District Mission Statement as a first read. The revision of the District's Mission Statement was necessary to comply with state and federal regulations and requirements. Ulate noted that the revision was also required for baccalaureate pilot program compliance. Ulate then reviewed the proposed changes to the current mission statement. Associate Vice President of Instruction Andrew LaManque requested information about the process of making proposed changes. Ulate noted that Chancellor's Cabinet and Chancellor's Advisory Council led the revision process.

Student Equity Workgroup (SEW) Roberto Sias stressed the importance of the inclusion of equity and diversity in the statement. LaManque and Slater questioned the purpose of the "affordable pricing" verbiage. LaManque noted that it was unclear in the new sentence that was added whether it was the District providing the education or the College. He recommended the language be change to include "the Colleges in the District...". Vice President of Workforce & Institutional Research John Mummert commented on the absence of transfer from the mission statement. Starer also commented that the additional sentence seemed to minimize the emphasis of the "educational excellence and opportunity for all" verbiage, which he considered an important piece to the institution's purpose. Ulate invited PaRC to provide additional feedback. PaRC Secretary Casie Wheat would circulate the electronic version of the mission statement to PaRC so that additional feedback could be collect and sent to Ulate.

**4. Program Review Committee (PRC) Recommendations – 2<sup>nd</sup> Read for Approval**

LaManque presented the PRC Recommendations as a second read for approval. LaManque reviewed the response from PRC to the Spanish Program, which received a red rating. LaManque noted that the Spanish program would meet with PRC to discuss the committee's recommendations. Starer made a correction to the Spanish Department's review and noted that only partial full-time faculty load, and not one full-time faculty member, would be transferred from the Foothill Spanish Department to the De Anza Spanish Department. Starer noted that the enrollment decline should not be a reflection of the program's efforts.

Escoto expressed concerns on behalf of the Academic Senate regarding the administrative unit program review process; the Academic Senate would like all program requests to be included in the administrative program review overseeing the program. Operations & Planning Committee (OPC) Faculty Chair Debbie Lee requested that PRC review the Transfer Center program review document. Lee then commented that some of the Transfer Center requests were not included in the Office of Student Services administrative unit program review. Associate Vice President of Student Services Laureen Balducci commented that the request to move the Transfer Center was a result of the attempt to provide additional Counseling offices, which was a discussion between Student Services administrators. Student Trustee Evelyn Chun noted that the Counseling Division's close proximity to the Transfer Center was beneficial for students because students could meet with counselors and research transfer institutions within the same building. Slater confirmed that currently, the Transfer Center did not have plans to relocate as Facilities was evaluating all available space across campus.

Escoto reiterated that for the administrative program review process, Academic Senate would like constituencies involved moving forward. Vice President of Workforce & Institutional Advancement John Mummert commented that the program review timeline and the administrative program review timeline conflicted. LaManque noted that the Integrated Planning & Budget (IP&B) Committee could review the administrative program review process over the summer. Smith noted that the program review process should be an all-inclusive effort across campus.

PRC Recommendations approved by consensus with faculty load amendments for the Spanish Program.

#### **5. Emergency Hire Request: Chemistry Instructor – Approval**

Dean of Physical Sciences, Mathematics & Engineering (PSME) Victor Tam presented the Emergency Hire Request: Chemistry Instructor for approval. Tam was requesting to fill a Chemistry vacancy, which was created when he was promoted to division dean. If approved, the new hire would start in Fall 2015.

Emergency Hire Request: Chemistry Instructor approved by consensus.

#### **6. Faculty & Staff Request Presentation Update: Workforce & Institutional Advancement**

Mummert presented the Faculty & Staff Request Presentation Update: Workforce & Institutional Advancement. Mummert presented three classified requests, which would be funded by categorical funding. Mummert commented that the potential reorganization of the Workforce & Institutional Advancement Office accounted for three requested classified positions.

#### **7. Faculty & Staff Prioritization Survey: Instructions & Timeline Review**

Institutional Researcher Elaine Kuo reviewed the Faculty & Staff Prioritization Survey and process. PaRC would prioritize the faculty and staff recommendations made by the vice presidents, which were posted online. Voting PaRC members would be emailed the prioritization survey, which required a password (included in the email). Kuo noted that voting member could only complete the survey once. The survey closed on Friday, May 15.

PaRC voting members could reference the data trends in the program reviews, and also the prioritization spreadsheets that were posted under the April 15 PaRC materials when completing the survey. Lee noted that the Office of Instruction & Intuition Research prioritization recommendations document was not updated on the PaRC webpage. Wheat confirmed that the correct document would be posted shortly. LaManque noted that program reviews included program goals, enrollment trends, and PRC comprehensive review

comments. Slater announced that Foothill owed the District positions; and thus, there might not be many positions opened next year. The number of positions that the college could hire would be announced in the fall.

### **8. Educational Master Plan (EMP) Update (Standing Item)**

Kuo announced that the campus was in the process of rewriting the Educational Master Plan (EMP). Campus interviews were held on Tuesday, April 28 and Wednesday, April 29. The EMP website housed all of the EMP planning documents. The EMP input form was now open and would close at the end of the week. The May 6 Webinar would begin at 7:00PM online via Zoom. The all day EMP retreat would be held on Wednesday, May 13. Sias suggested the possibility of having faculty and staff release time or coverage when attending the May 13 all day retreat. Slater replied that this request would be made to Vice President of Instruction & Institutional Research Kimberlee Messina to be discussed with the deans.

### **9. Questions/Announcements**

None.