



**FOOTHILL COLLEGE**  
**Planning and Resource Council (PaRC)**  
**Wednesday, June 17, 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	1:30-1:32	Welcome	Miner	
2	1:32-1:35	Approval of Minutes: June 3, 2015	Miner	Action
3	1:35-1:45	Emergency Hire Request: Counselor – For Approval	Swett	Action
4	1:45-1:55	Emergency Hire Request: Math Faculty – For Approval	Tam	Action
5	1:55-2:00	Core Mission Workgroup Reflections: Basic Skills Workgroup	Basic Skills Workgroup	
6	2:00-2:05	Core Mission Workgroup Reflections: Transfer Workgroup	Transfer Workgroup	
7	2:05-2:10	Core Mission Workgroup Reflections: Operations & Planning Committee (OPC) Workgroup	OPC	
8	2:10-2:15	Core Mission Workgroup Reflections: Student Equity Workgroup (SEW)	SEW	
9	2:15-2:30	Governance Survey	Kuo	
10	2:30-2:40	Assessment Taskforce Retest Policy Recommendation – For Approval	Holcroft, LaManque, Shepard	Action
11	2:40-2:45	Re-Convene Integrated Planning & Budgeting (IP&B) Taskforce	Miner	Action
12	2:45-2:55	Set Agenda for IP&B: PRC, OPC & Workgroups Report Out	PRC, OPC & Workgroups	
13	2:55-3:00	Educational Master Plan (EMP) Update (Standing Item)	Kuo	
14	3:00	Questions/Comments / Announcements <ul style="list-style-type: none"><li>• Thank you!</li></ul>		

**Notes:**

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

**PaRC Members Present:**

Behrouz Amirbadvy, Bernata Slater, Bernie Day, Carolyn Holcroft, Craig Gawlick, Debbie Lee, Evelyn Chhun, John DuBois, Judy Miner, Karen Smith, Paul Starer, Roberto Sias, Tersea Ong, Victor Tam

**Ex-Officio Members Present:**

Andrew LaManque, Bill Ziegenhorn, Casie Wheat, Denise Swett, Elaine Kuo

**Guests:**

Justin Schultz

**Meeting began at 1:32PM.****1. Welcome.****2. Approval of Minutes: June 3, 2015**

June 3, 2015 Minutes approved by consensus.

**3. Emergency Hire Request: Counselor – For Approval**

Vice President of Student Services Denise Swett presented the emergency hire request for a counselor to fill a position, which was made vacant when Lan Truong accepted the dean of counseling position in May. With PaRC's approval, the division sought to fill the position immediately. Swett noted that the Student Success and Support Program (3SP) regulations required the matching of general funds with 3SP funds at a two to one ratio; thus, this position would be budgeted with general funds.

Operations and Planning Committee (OPC) Faculty Chair Debbie Lee made a request to re-rank the prioritization of positions in Fall Quarter 2015 due to the large number of emergency hires proposed to PaRC. Swett commented that there was a request for counselors in the Counseling Program Review; however, the request was not ranked because there were already authorized Counselor positions with 3SP funds. Classified Senate President Karen Smith commented that program review documents were based upon data that was available at the time the department wrote their program review. Smith continued to state, emergency hires were outside the realm of program review, as unexpected retirement announcements and promotions often altered the division's needs. Lee expressed concern about the emergency hire process and commented that emergency hires, which she termed "out of cycle hires," were given priority over other faculty requests. Academic Senate President Carolyn Holcroft agreed with Lee's sentiments; however, Holcroft noted that the Fall Quarter was a very impacted quarter. If the prioritization process timeline was moved to the fall, for the purposes of a re-ranking faculty requests, the entire program review and hiring timeline would be delayed.

Bill Zeigenhorn stated that emergency hires were becoming more usual due to the late retirement announcements of faculty. Miner commented that Integrated Planning & Budgeting (IP&B) Taskforce could be tasked with the review and the possible recreation of the emergency hire process. Emergency Hire Request: Counselor approved by consensus.

**4. Emergency Hire Request: Math Faculty – For Approval**

Dean of Physical Sciences, Mathematics, and Engineering (PSME) Victor Tam presented the emergency hire request for a math instructor to fill a position made vacant due to a retirement. Tam stated that it was a challenge to find faculty to teach high-level math courses, as well as, basic skills. After a department vote, math faculty decided that if PaRC approved the hire, the new faculty member would focus on equity, basic skills and online coursework. In addition, Tam commented, Statistics courses and the Math My Way Program were in need of math instructors. Lastly, early summer enrollment was increasing. Lee again expressed concern for the emergency hire process and noted that the Physics Department's request for faculty was ranked sixth on the prioritization survey.

Tam noted that the Math Department was unable to hire for department growth since 2013. Holcroft commented that she was not entirely comfortable with the emergency hire process, but that the equity agenda should be considered when making hiring decisions; and thus, Holcroft supported the math position emergency hire for equity purposes. Miner echoed Holcroft's sentiments and commented that the Math Department was a gatekeeper for equity and student success. Emergency Hire Request: Math Faculty approved by consensus.

#### **5. Core Mission Workgroup Reflections: Basic Skills Workgroup**

Basic Skills Workgroup Administrative Chair Victor Tam and Faculty Chair Sarah Munoz presented the workgroup's reflection on their goal, to improve student outcomes and close the achievement gap. Tam reported that embedded tutoring in Math, History, ESL, Psychology and Economics courses resulted in the improvement of student success rates. Kuo stated that the next step in the data analysis process would be to identify which students were part of the Basic Skills program. Ziegenhorn stated that his courses had embedded tutors and noted that some of the students would not have passed the class without the tutoring support. Smith asked how students were chosen to receive tutoring. Kuo responded that faculty identified the students who were in need of tutoring; in addition, tutoring services announcements were made to classes.

#### **6. Core Mission Workgroup Reflections: Transfer Workgroup**

Transfer Workgroup Faculty Chair Bernie Day reported out on the workgroup's reflections. Day stated that the workgroup collaborated with Counseling to update the Transfer Center Plan, which the campus was required by law to produce. In addition, the workgroup reviewed the California Community College Chancellor's Office guidelines and researched Transfer Plans from other institutions. Also, the Transfer Workgroup helped to organize the Transfer Celebration.

Workgroup goals and activities for 2015-16 included: the continued exploration of the transfer culture; Opening Day workshops to inform Foothill staff and faculty about transfer; the review of the transfer rate for both international and domestic students; the review of the Transfer website; and researching affordable transfer institution options for resident students. Miner stated that as Chancellor, she would sit on the League for Innovation Board, which could help to establish partnerships with other districts, and asked the workgroup to include her in future conversations.

#### **7. Core Mission Workgroup Reflections: Operations & Planning Committee (OPC) Workgroup**

OPC Administrative Chair Bernata Slater presented the OPC Workgroup reflections. Slater reported that the workgroup revised the OPC rubric for resource allocation recommendations and provided policy recommendations on B-Budget carryover. In addition, the workgroup started to discuss the possibility of making OPC a committee, instead of a workgroup. Workgroup challenges included costs that could not be tied to program review; for example, license renewals and equipment maintenance fees that were not included in the original purchase estimates. Moving forward, OPC would need to know these additional cost details when budgeting for the future. Also, OPC would like to work with IP&B to align resource rankings between OPC and PRC. Lastly, Slater reported that OPC would continue with the same membership for the 2015-16 academic year.

#### **8. Core Mission Workgroup Reflections: Student Equity Workgroup (SEW)**

Starer and Sias presented the SEW Workgroup reflections. Starer stated that the workgroup had set very ambitious goals, which included: assisting the campus in operationalizing the Student Equity Plan; increasing the student success rate for targeted populations to 3% over the next three years; collaborating with the Basic Skills Workgroup to review projects and distribute Basic Skills and Student Equity funds. Starer reported that the workgroups still had funding and encouraged the campus to submit proposals.

In addition, SEW collaborated with the Professional Development Committee to host the Courageous Conversations workshop in April. Starer noted that the equity research agenda was ongoing and the college recently hired Research Analysis Chen Li. Data showed that the college was making significant progress on equity goals. Starer commented that efforts were successful in raising the equity conscience on campus. Starer reported that the last goal, to meet with each division to discuss equity, had not been accomplished yet; however, the workgroup did sponsor and cohost many professional development events and workshops that included members from all divisions.

Starer announced that the workgroup would collaborate with De Anza for District Opening Day. The workgroup would continue to work over the summer, as the next Equity Plan was due in November. Starer encouraged PaRC to invite Li to report out on his research in the next academic year. Li reported that data from Fall Quarter 2013 demonstrated an improvement of the course completion rates for targeted groups. The data for the Fall Quarter 2014 did not reflect the workgroup efforts because Student Equity funding had not been distributed until Winter Quarter 2015; thus, Fall Quarter 2015 data would reflect the impact of Student Equity funds. Overall, Li reported, the targeted populations showed improvement in course completion rates.

### **9. Governance Survey**

Institutional Researcher Elaine Kuo reported on the highlights of the Governance Survey. There were forty-three participants; the highest participation groups included Academic Senate and PaRC representatives. Kuo noted that about half of the participants reported no association. Email and the Foothill website were ranked highest as the tools used to stay informed for campus matters; survey participants also identified MyPortal as a useful resource for campus information. Classified staff and full-time faculty called for improvement in the following areas: the dissemination of information, and the inclusivity and transparency in the college processes.

### **10. Testing Retest Policy**

LaManque presented the Testing Retest Policy. LaManque reported that the policy would: help to align the testing policies for English and math; clarify the student placement within the Summer Bridge Program; and assist students in the process of testing. If approved, the policy would be implemented this summer. Dean of DRC & Veterans Programs Teresa Ong commented that DRC students were often given the wrong test. Holcroft suggested that the DRC discuss this issue in more detail with Assessment Center Supervisor Thom Shepard, to ensure that students were administered the correct assessment tests. Ziegenhorn made a request to post assessment test score ranges on a Banner screen or the website, so the campus community and students could understand assessment test scores and the corresponding course placement. Holcroft deferred this request to the Assessment Center.

Holcroft reported that Foothill had entered discussions with De Anza to have a district wide testing policy. Currently, the testing policies were not aligned. Holcroft hoped that the two campuses might come to an agreement in the next academic year. Lamanque stated that with the proposed policy, Foothill would accept De Anza's placement scores. Sias asked if the new policy would be added as an addendum to the already printed catalog. Holcroft confirmed that, if approved, there would be an addendum on the policy. Student Trustee Evelyn Chun commented that the policy would help many Foothill students. Testing Retest Policy approved by consensus.

### **11. Re-Convene Integrated Planning & Budgeting (IP&B) Taskforce**

Re-Convene Integrated Planning & Budgeting (IP&B) Taskforce approved by consensus.

### **12. Set Agenda for IP&B: PRC, OPC & Workgroups Report Out**

Due to time constraints, this item was not discussed a length. Kuo requested that an IP&B informational announcement with meeting dates be issued campus wide or posted on the website. Suggested IP&B agenda items could be emailed to IP&B member Justin Schultz.

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

Kuo reported that phase one of the plan was complete. All EMP information was posted on the EMP webpage. Additional EMP conversations would restart on Opening Day. The Board of Trustees would review the final plan in December. Kuo noted that next steps for the EMP would include the gathering of action plans, and the production of the document by a writing committee. The EMP writing committee would also work with IP&B over the summer. Kuo announced that any interested parties were invited to participate in the writing of the plan.

### **14. Questions/Comments/Announcements**

Miner announced that the interim presidential search committee would include: Director of Marketing Andrea Hanstein, Vice President of Finance & Administrative Services Bernata Slater, Associate Director of the FHDA Foundation Laura Woodworth, President's Office Executive Assistant Casie Wheat, Business Services Executive Assistant Carla Maitland, and three faculty representatives. Interviews would be held on July 14 and the chosen candidate would serve from August 1, 2015 through March 31, 2016. The position announcement would be advertised by Human Resources and would be open to all full-time district employees who met minimum qualifications. In the fall, a committee would convene to develop a job description for the permanent position. The first round interviews would likely occur in January 2016, with second round interviews in February, and an anticipated April start for the new president. Miner noted that the interim assignment could be extended, if needed. Starer asked if the district would use an outside firm for the presidential search. Miner confirmed that Human Resources would solicit search services.

Kuo asked if EMP stipends would be funded in both the summer and fall. Miner confirmed the funding of EMP stipends.

Miner thanked Holcroft and Smith for their senate leadership.