



FOOTHILL COLLEGE
Planning and Resource Council (PaRC)
Wednesday, January 20, 2016
MEETING 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

ITEM	TIME	TOPICS	LEADERS	OUTCOME
1	1:30-1:32	Welcome + Announcements	Holcroft / Smith	
2	1:32-1:35	Approval of Minutes: December 02, 2015	Holcroft / Smith	Action
	1:35-1:40	Committee Meetings – Web Calendar	Schultz	
3	1:40-1:50	IP&B Proposal for Faculty Out-of-Cycle Request Form (<i>2nd Read</i>)	Holcroft / LaManque	Action
4	1:50-2:10	OPC Rubric Presentation (<i>2nd Read</i>)	OPC Tri-Chairs	
5		Basic Skills / Equity / SSSP – Funding Summaries (<i>Report Out</i>) <i>Postponed Until Feb 03</i>	Workgroup Tri-Chairs	
6		ASFC Updates (<i>Report Out</i>) <i>Postponed Until Feb 03</i>	ASFC	
7	2:10-2:20	Accreditation Liaison Update + Timeline (<i>Report Out</i>)	LaManque	
8		Shared Governance Membership + Structure (<i>Discussion</i>) <i>Postponed Until Feb 03</i>	Messina	
9	2:20-2:35	Educational Master Plan (EMP) Draft (<i>1st Read</i>)	Kuo	

Future PaRC Meetings: *Feb 3, Feb 17, Mar 2, Mar 16, Apr 6, Apr 20, May 4, May 18, June 1, June 15*

Upcoming Events: *Winter Professional Development Day (Friday, Jan 22, 1PM-4PM); Courageous Conversations – Part 1 (May 26-27)*

PaRC MEMBERS PRESENT:

Donna Wolf, Bernie Day, Breeze Liu, Debbie Lee, Denise Perez, Carolyn Holcroft, Maureen McCarthy Hilda Fernandez, Karen Smith, Paul Starer, Robert Cormia, Roberto Sias, Teresa Zwack, Dawn Girardelli, Victor Tam, Courtney Cooper

EX-OFFICIO MEMBERS PRESENT:

Andrew LaManque, Justin Schultz, Elaine Kuo, Denise Swett, Meredith Heiser

(1) WELCOME & ANNOUNCEMENTS

Kimberlee Messina and Bernata Slater will not be at PaRC today, Wednesday, January 20. They are attending a budget workshop in Sacramento, CA. It was noted that the FHDA Classified Staff are working together on a Service Excellence Project, aimed at reducing the amount of jumping around a student must do to find an answer. Referral cards are being distributed across campus – employees are encouraged to use these referral cards to direct students to the appropriate departments or services. Roberto Sias also noted that Student Equity is sponsoring a speaking engagement by Dr. Frances Kendall on February 26, 2016.

(2) APPROVAL OF MINUTES (12.02.15)

PaRC meeting minutes from December 02, 2015 were approved by consensus.

(3) COMMITTEE MEETINGS – WEB CALENDAR

In an effort to organize the various committee meetings throughout the quarter, an excel calendar document has been created and posted online, off of the President's Office website [Foothill Home Page >> President's Office >> Governance & Workgroups >> Meeting Schedule]. The direct link for the document is: http://www.foothill.edu/president/FH_Committee_Schedule_15-16.pdf

It was suggested that the calendar be saved in PDF format for added accessibility. This change will be made immediately following the meeting. Another suggestion was to add links onto the PDF for the various committees (e.g. Student Equity, Basic Skills, PaRC, PRC, OPC, College Curriculum Committee). This change will be made in the near future. This PDF will be updated quarterly as meetings are scheduled.

(4) IP&B PROPOSAL: FACULTY OUT-OF-CYCLE REQUEST FORM (2nd Read for Approval)

The faculty out-of-cycle request form (template) was presented for 2nd read. A summary of the revisions made based on feedback at the December 02, 2015 PaRC meeting was given.

Those revisions included:

- a) We looked at the minutes from last summer and while there was one reference to FT/PT ratio, the focus was on whether there was only one full time faculty member in a department - the impact if that person left - requiring an out of cycle hire.
- b) We have taken FT/PT Ratio out of the out of cycle form because in most cases this would not warrant an emergent hire (that can't wait for the regular program review process).
 - a. If a department still wants to make the case, the form allows and it can be discussed as one aspect of the request at PaRC. There are many possibilities that are difficult to take into account by one metric - better to have a more holistic discussion at PaRC.
 - b. The program review data sheets do define % Full time FTEF and the data exists to review release time, part time, and overload FTEF. This allows a discussion of need during the program review process.
- c) We have also moved to a scale for the Dean's recommendation, recognizing that the Deans are expected to advocate for the department, even if they may not fully agree with the position.
- d) We have also added a citation in the equity section and removed the specific reference in the Standards section (because it could change over time).

It was noted that the Dean/VP provides 'comments' for consideration of the request. The President provides a 'rationale' as justification for the final decision made (based on PaRC's recommendation). The following change was suggested for Section V.d.ii: *Guiding principles: Departments close to, or below, this minimum standard course success rate will have a stronger **argument for a full time faculty hiring request**.* Clarification was also provided that the out-of-cycle request differs from an 'emergency request', which is only to be considered in two situations (1) loss of accreditation (2) health/safety/legal concerns. The faculty out-of-cycle request form was approved by consensus. Using this form, the History Department will be presenting their request at the February 03 PaRC meeting.

(5) OPC RESOURCE RUBRIC 2015-16 (2nd Read for Approval)

The 2015-16 OPC Resource Rubric was presented for 2nd read. Andrew LaManque commented that perhaps mentioning the Student Equity Plan in the ratings for the Data Trends (Access and/or Equity) section might be a good option. It was noted that the high-rating addresses access and equity, while the medium-rating address access but not necessarily equity (as written). Members of OPC added that the committee wants to view ACCESS and EQUITY as two different things, but there is some overlap with the rubric as it was written. Hilda Fernandez proposed applying an equity lens to all of the indicators on the rubric. OPC noted that equity used to have a separate row in the rubric; this will be discussed at the next OPC meeting. The use of 'student success' was also kept vague, as requests come from all area of the College, so 'student success' will not be solely determined by course completion. Using the program review document as a vehicle for making resource requests, you should not have to force the equity connection in order

to get a high-rating in one area or another. The goal is not to encourage departments to speak to the rubric rather than to the actual issues; while transparency is critical, a better approach might be to stay a bit vague and allow for discussion. This is especially critical with requests such as maintenance, software renewals, or even two requests of the same type – whether or not equity was mentioned should not be the only deciding factor for OPC. The current OPC resource rubric was approved by consensus for use this year. Further discussions will also take place in OPC, based on the feedback received at PaRC.

~~(6) CORE MISSION WORKGROUP FUNDING SUMMARIES~~ *Postponed Until Feb 03 Meeting*

This agenda item will be postponed until the February 03 meeting. Aside from budget summaries, the Core Mission Workgroups were asked to prepare a summary of their budgeting processes, specifically regarding allocation of resources throughout the year and how funding requests are handled.

~~(7) ASSOCIATED STUDENTS OF FOOTHILL COLLEGE (ASFC) UPDATES~~ *Postponed Until Feb 03 Meeting*

ASFC requested to have their presentation to PaRC postponed until the February 03 meeting.

(8) ACCREDITATION LIAISON UPDATES + TIMELINE

Andrew LaManque presented the accreditation self-study timeline and the general plan moving forward. He highlighted that one of the biggest changes to the self-study in the creation of a Quality Focus Essay (QFE), which gives the College the opportunity to focus on 2-3 key issues and discuss the plans to address them. He also noted that participation will be needed for the self-study – more information will be presented at the scheduled kick-off meeting.

The Accreditation Self-Study timeline is as follows:

- a) Kick Off Meeting – Thursday, February 4, 2016 (PaRC Tri-Chairs plus ACCJC Training Attendees)
- b) Winter 2016 – Organization of Self Study Teams / Training (TBA)
- c) Spring 2016 – Teams begin working on Self Study
- d) Spring 2016 – Accreditation Survey conducted by IRP (students and employees)
- e) Fall 2016 – Teams complete first draft of Self Study (by end of quarter)
- f) Winter 2017 – Discussion of Quality Focus Essay (QFE) topics
- g) Winter / Spring 2017 – Continued work on Self Study
- h) Winter / Spring 2017 – Campus feedback incorporated into final draft
- i) Spring 2017 – Completion of Self Study / Submission to the Board of Trustees
- j) Fall 2017 – Visiting Team Site Visit

~~(9) SHARED GOVERNANCE MEMBERSHIP + STRUCTURE~~ *Postponed Until Feb 03 Meeting*

This agenda item will be postponed until the February 03 meeting when the College President is able to attend.

(10) EDUCATIONAL MASTER PLAN (EMP) – EXECUTIVE SUMMARY *(1st Read)*

The Educational Master Plan (EMP) is scheduled for presentation to the Board of Trustees in February 2016. Dissemination of the full EMP draft is scheduled to occur sometime before the end of the month of January. The Board of Trustees will be approving the spirit of the document. Elaine Kuo asked that any feedback regarding the executive summary (or draft of the EMP document) be emailed directly to her.

Please refer to: http://www.foothill.edu/president/parc/minutes/parc2015-16/01.20.16/EMP_Executive_Summary.pdf