



**FOOTHILL COLLEGE**  
**Planning and Resource Council (PaRC)**  
**Wednesday, March 02, 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	EXPECTED OUTCOME
1	1:30-1:35	Welcome + Announcements	Messina	
2	1:35-1:40	Approval of Minutes: February 17, 2016	Messina	Action
3	1:40-2:00	ACCJC Substantive Change for Sunnyvale Center ( <i>2<sup>nd</sup> Read</i> )	LaManque	Action
4	2:00-2:30	Institutional Effectiveness – Standards & Goals ( <i>1<sup>st</sup> Read</i> )	Kuo	
5	2:30-3:00	<del>Participatory Governance (Discussion)</del> <i>Postponed Until 03.16 Meeting</i>	Messina	

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

**Upcoming Events:** *Courageous Conversations (May 26-27)*

**PaRC MEMBERS PRESENT:**

Alexander Park, Donna Wolf, Breeze Liu, Carolyn Holcroft, Maureen McCarthy, Denise Perez, Karen Smith, Kimberlee Messina, Lan Truong, Roberto Sias, Victor Tam

**EX-OFFICIO MEMBERS PRESENT:**

Andrea Hanstein, Andrew LaManque, Justin Schultz, Kurt Hueg, Elaine Kuo, Meredith Heiser

**(1) WELCOME & ANNOUNCEMENTS**

Roberto Sias announced that the Dr. Frances Kendall discussion went relatively well and that there is hope that more events like this can be scheduling moving forward. Meredith Heiser noted that FHDA sent a number of students and faculty to the FACCC conference – Assemblyman Evan Low even scheduled a special dinner with the student representatives. Donna Wolf announced that the College is currently developing new brochures for all the CTE programs, that there is a \$200 million trailer bill for CTE programs and that she (and others) will be attending a CTE Unlocked workshop regarding use of labor market data in April 2016. Andrea Hanstein added that March is CTE Awareness Month.

## **(2) APPROVAL OF MINUTES – FEBRUARY 17, 2016**

The minutes from the previous PaRC meeting (February 17, 2016) were approved by consensus.

## **(3) ACCJC SUBSTANTIVE CHANGE FOR SUNNYVALE CENTER (2<sup>nd</sup> Read)**

Andrew LaManque provided a PowerPoint overview of the ACCJC Substantive Change Proposal for the Sunnyvale Center. He noted that part of the proposal documents *who is going to go to the campus and why?*. The proposal also discusses a focus on gathering enrollment from employed professionals interested in taking life-long learning courses or increasing their skills by taking new courses in their chosen field. Andrea Hanstein noted that outreach is taking place with local businesses and school districts and that a direct mail catalog campaign is scheduled (as this is a completely new center). Full-blown advertising will begin in May 2016. Judy Miner is also doing community outreach with the local chambers and other such organizations. A series of events will also be scheduled for September 2016.

A copy of the summary PowerPoint can be found here:

[http://www.foothill.edu/president/parc/minutes/parc2015-16/02.17.16/FCSC\\_SubstantiveChange\\_PPT.pptx](http://www.foothill.edu/president/parc/minutes/parc2015-16/02.17.16/FCSC_SubstantiveChange_PPT.pptx)

A copy of the Substantive Change Proposal can be found here:

[http://www.foothill.edu/president/parc/minutes/parc2015-16/02.17.16/FCSC\\_SubChange\\_Proposalv17.pdf](http://www.foothill.edu/president/parc/minutes/parc2015-16/02.17.16/FCSC_SubChange_Proposalv17.pdf)

The ACCJC Substantive Change Proposal for the Sunnyvale Center was approved by consensus.

## **(4A) INSTITUTIONAL EFFECTIVENESS – STANDARDS & GOALS (1<sup>st</sup> Read)**

Elaine Kuo provided a PowerPoint presentation on the ACCJC institutional standards and the IEPI institutional goals. The institutional standards are targets the College should annually meet and easily exceed – they represent minimum levels of achievement. The institutional goals are targets meant to advance institutional effectiveness – they represent aspirational levels of achievement. It was noted that if a program falls below the standards, this program must document they have something in effect (or planned) to address this issue – the expectation is that each individual program is looking at the institutional standards (this is why it is integrated into the comprehensive program review process).

For the institutional standards, a three-year trend is examined – an average is calculated and a 75% calculation of that three-year average is used to identify the College's standard.

*Student Course Completion: Recommendation: 57% / Last Year: 57% / Change: 0%*  
*Student Program Completion: Recommendation: 768 / Last Year: 757 / Change +11 (+ <1%)*  
*Student Degree Completion: Recommendation: 495 / Last Year: 448 / Change: +47 (+10%)*  
*Student Certificate Completion: Recommendation: 392 / Last Year: 399 / Change: -7 (- <1%)*  
*Student Transfers to Four-Year: Recommendation: 849 / Last Year: 817 / Change: +32 (+4%)*  
*Additional CTE Standards must also be considered: Licensure Exam Pass Rate / Job Placement Rate*

For the institutional goals, a three-year trend is examined – an average is calculated and a one-year goal is based on a 1% increase of the three-year average (a six-year goal is based on a 3% increase of the three-year average).

*Student Course Completion: 1-Yr Recommendation: 77% / Last Year: 77.1% / Change: 0%*  
*Remedial Rate – Math: 1-Yr Recommendation: 48% (this is a new indicator)*  
*Remedial Rate – English: 1-Yr Recommendation: 57% (this is a new indicator)*  
*Remedial Rate – ESLL: 1-Yr Recommendation: 45% (this is a new indicator)*

PaRC requested further clarification from Elaine Kuo as to why the three new indicators for the institutional goals were selected (Remedial Rate – Math / English / ESLL).

A copy of the PowerPoint presentation can be found here:

[http://www.foothill.edu/president/parc/minutes/parc2015-16/03.02.16/parc\\_accjc\\_standards\\_2016v1.pptx](http://www.foothill.edu/president/parc/minutes/parc2015-16/03.02.16/parc_accjc_standards_2016v1.pptx)

#### **(4B) EMP GOALS & STRATEGIES – MOVING FORWARD**

The Educational Master Plan (EMP) identifies three main goals for the College: (1) Equity (2) Community (3) Improvement and Stewardship of Resources. Each of the three main goals has associated strategies – moving forward, measures reflecting these strategies must be identified and targets for these measures must be determine. Ultimately, this encourages dialogue about how to measure College efforts towards our goals.

##### Equity Goal Strategies:

- *Improve achievement of student outcomes among disproportionately impacted groups*
- *Facilitate students' access*
- *Support online quality and growth (internet/web-based)*
- *Collaborate with K-12, adult ed, 4-yr institutions*
- *Partner with business and industry for workforce preparation*

##### Community Goal Strategies:

- *Encourage student participation*
- *Provide effective onboarding, support, prof development*
- *Encourage employee participation*
- *Promote consistent and clear communication*
- *Increase lifelong learning opportunities*
- *Promote decision-making that respects the diverse needs of the college community*

##### Improvement and Stewardship of Resources Goal Strategies:

- *Increase advocacy at state level, secure funding and manage resources strategically*
- *Expand support for environmental stewardship*
- *Employ data-driven decision-making*

It was noted that PaRC should decide how best to approach the discussions needed to move this process forward. A few options included:

- a. discuss 2-3 strategies per individual PaRC meeting
- b. create a subgroup to tackle this discussion
- c. schedule an additional PaRC meeting (e.g. EMP workshop) and focus solely on the goals/strategies

A copy of the EMP Goals & Strategies PowerPoint can be found here:

[http://www.foothill.edu/president/parc/minutes/parc2015-16/03.02.16/EMP\\_goals\\_nextsteps.pptx](http://www.foothill.edu/president/parc/minutes/parc2015-16/03.02.16/EMP_goals_nextsteps.pptx)

#### **(5) PARTICIPATORY GOVERNANCE**

Due to lack of time for adequate discussion, this topic will be postponed until the next PaRC meeting, Wednesday, March 16, 2016.