FOOTHILL COLLEGE
Planning and Resource Council (PaRC)
Wednesday, October 07, 2015
DRAFT 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.	1:30-1:32	Welcome Back	Messina	
2.	1:32-1:35	Approval of Minutes: June 17, 2015	Messina	ACTION

3.	1:35-1:50	Instructional Updates
		▪ Basic Skills Report *(Information Item)*
		▪ PRC Membership Update *(Information Item)*
		▪ Core Mission Objectives Template *(Information Item)*
		▪ Accreditation Follow-Up Report – Fall 2015 *(Information Item)*
		▪ New Program Creation Proposals *(1ˢᵗ Read)*
		   i. Fire Science
		   ii. Dental Hygiene
			LaManque	

4.	1:50-2:00	Student Services Updates ▪ SSSP Plan Report *(Information Item)*	Truong Escoto	
5.	2:00-2:10	Educational Master Plan Updates ▪ EMP Goals + Objectives *(1ˢᵗ Read)* ▪ EMP Summer Committee Proposals *(1ˢᵗ Read)*	Messina	
6.	2:10-2:20	Fall 2015 Faculty, Staff and Admin Prioritization	Messina	
7.	2:20-2:35	Integrated Planning & Budget (IP&B) Recommendations *(1ˢᵗ Read)* ▪ Change of Faculty Prioritization to Fall ▪ Suggested Status Change for OPC ▪ Change to PRC Charge ▪ Out-of-Cycle Hiring / Prioritization Procedure ▪ Emergency Hiring Procedure ▪ Program Review Templates (Annual + Comprehensive)	Hueg LaManque Pennington	
8.	2:35-2:50	Student Success & Retention Team *(Information Item)*	Starer Truong	
9.	2:50-2:58	EAP Policy *(Information Item)*	Holcroft LaManque	
10.	2:58-3:00	PaRC Schedule Discussion	Messina	

PaRC MEMBERS PRESENT:
Alexander Park, Bernata Slater, Bernie Day, Breeze Liu, Maureen McCarthy, Debbie Lee, Denise Perez, Hilda Fernandez, John DuBois, Karen Smith, Kimberlee Messina, Lan Truong, Paul Starer, Robert Cormia, Roberto Sias, Teresa Zwack, Dawn Girardelli, Victor Tam, Choi Leong, Courtney Cooper

EX-OFFICIO MEMBERS PRESENT:
Andrea Hanstein, Andrew LaManque, Justin Schultz, Meredith Heiser

GUESTS PRESENT:
Jon Rubin, Erin Ortiz, Isaac Escoto, Simon Pennington, Katherine Fortune

1. WELCOME BACK

Introductions were made to commence the 1st meeting of PaRC for the 2015-2016 academic year.

2. APPROVAL OF MINUTES – JUNE 17, 2015

Due to a website link error, PaRC members were unable to approve the June 17 minutes. The website link will be fixed and the minutes will be reviewed for approval at the next meeting, Wednesday, October 21, 2015.

3A. BASIC SKILLS REPORT *(Information Item)*

Andrew LaManque presented the Basic Skills Report submitted to the State Chancellor's Office. The majority of the report discussed success with the Math Summer Bridge and Embedded Tutoring as well as the roll-out of the English Summer Bridge this past summer term. It was noted that the cohort success percentages (broken down by ethnicity) require re-calculation and a second review. Math faculty will be consulted.

3B. PRC MEMBERSHIP UPDATE *(Information Item)*

Andrew LaManque presented the 2015-16 membership list for the Program Review Committee (PRC). PRC is still looking for a third faculty member – members of PaRC were asked to speak to their constituents to see if any other faculty members show an interest. Simon Pennington noted that his involvement in PRC has been extremely helpful with understanding the program review process. He added that most of the work is in the winter term, with less of a time commitment in the spring term.

3C. CORE MISSION OBJECTIVES TEMPLATE *(Information Item)*

Andrew LaManque presented to revised Core Mission Objective Template (as Elaine Kuo was unable to attend). He noted that the only revision to the template was the addition of mapping the objective to the (proposed) EMP Goals. This replaces manually entering which institutional goal the objective supports. It was noted that this form will match the College's EMP goals – as such, subsequent revision may occur.

3D. ACCREDITATION FOLLOW-UP REPORT *(Information Item)*

Andrew LaManque presented the Fall 2015 Accreditation Follow-Up Report, which discusses incorporation of SLOs into the faculty evaluation process. This document includes working links, as the previously submitted document included broken links (to relevant evidence/documentation). He noted that this follow-up report will serve as documentation for the accreditation visiting team scheduled to come in approximately two years.

3E. NEW PROGRAM CREATION PROPOSALS *(1st Read)*

Andrew LaManque presented two new program creation proposals: Fire Science Certificate and Dental Hygiene Bachelors Degree. Nanette Solvason noted that the Fire Science courses are already offered in collaboration with the South Bay Regional Public Safety Training Consortium (SBRPSTC). This proposal details offering a Certificate of Achievement, which would not require new curriculum – the coursework already exists and is being taught. Nanette added that Foothill College was 1 of 15 colleges chosen to pilot the Dental Hygiene Bachelors' Degree program, which would add additional coursework/curriculum to the existing Associate Degree-level program. A secondary program document exists for Dental Hygiene – this discusses the

completion cohort (a way for Dental Hygiene Associate Degree graduates to return and complete the Bachelors Degree program. Bernie Day requested additional information regarding approval of the upper division General Education curriculum. Isaac Escoto added that the upcoming plenary will note on curriculum and minimum qualifications for those faculty, among other issues.

4. SSSP REPORT *(Information Item)*

Isaac Escoto and Lan Truong presented on the current draft of the SSSP Report (as Laureen Balducci was unable to attend due to a conference). Lan noted that a core part of the report was the Student Success Collaborative and its work over the summer to discuss student equity and student success. Isaac added that adjustments to how orientation is conducted (counselor-led group workshops) and the addition of the Quick Question tables to reach out to more students were also discussed. Lan added that, based on the success of the Quick Question table during the first two weeks of the term, the table will be used every Wednesday during the term (during College Hour). While this does not replace actual appointments with counseling, it provides a simple way to reach out to the greater student population to assist with basic questions/concerns. Lan also noted that counseling is working with Judy Baker to implement online group sessions to reach out to the large online student population who cannot come in for face-to-face counseling. She also noted that the offer of priority registration does not serve as powerful an incentive as before – new options are being explored to facilitate creation of the comprehensive Ed Plan, etc. The Early Alert program was also noted in the report, particularly with the recent hire of Adrienne Hypolite as the Early Alert Coordinator. As the StarFish early alert software is not yet available, a targeted approach is being used for Early Alert and Basic Skills students (to start off). For fall term, basic skills mathematics will be monitored (MATH 220, MATH 105, MATH 1A); for winter term, basic skills English courses will be monitored; for spring term, ESL will be monitored.

Hilda Fernandez asked for greater clarification regarding priority registration and part-time students. Kimberlee Messina added that the District has specific enrollment priorities and David Ulate is currently reviewing that data in order to provide additional information. Choi Leong asked if students who are working and taking classes can get priority registration. Andrew LaManque clarified that those students are given priority registration, but there are others with higher priority (numerous different factors influence registration priorities).

Breeze Liu noted that the Foothill counselors are very well trained on UC and CSU transfer information, but less informed on the transfer requirements for the competitive private colleges/universities. Isaac Escoto added that many private and out-of-state schools do not have set transfer agreements with the California community colleges – determining entrance requirements often takes more research. Lan Truong advised the student representatives to speak with her outside of the PaRC meeting to further discuss their concerns.

Andrew LaManque added that specific questions regarding material in the SSSP Report should be directed to Laureen Balducci.

5A. EMP GOALS + OBJECTIVES *(1st Read)*

Kimberlee Messina presented the proposed EMP Goals + Objectives (as Elaine Kuo was unable to attend the PaRC meeting). She noted that the summer committee attempted to coalesce all the thoughts and discussion previously documented into a list categorized by overarching ideas (goals) and more detailed objectives. A typo was noted on the document: [Strengthen ~~everyone's~~a sense of community] Hilda Fernandez added that innovation is an important concept; Kimberlee noted that innovation is everything done at Foothill has been incorporated into a preamble introducing the goals and objectives.

5B. EMP SUMMER COMMITTEE PROPOSALS *(1st Read)*

Kimberlee Messina presented the two proposals generated by the discussions in the EMP summer committee meetings (as Elaine Kuo was unable to attend the PaRC meeting). The first proposal is to consider revising the College Mission Statement out-of-cycle, prior to the finalization of the EMP, in order to better capture recent developments (EMP, Bachelors Degree pilot, etc.). Roberto Sias added that we are looking to complement the work that was done over the summer and capture other initiatives over the past two years (equity, SSSP, etc.) – all of which are not necessarily specific stated in the current College Mission Statement. Consensus was reached to review the College Mission Statement out-of-cycle beginning Fall 2015.

The second proposal approached the subject of verbiage when it comes to *targeted student populations*, which was taken from previous District goals and EMPs. As this phrases may make some individual feel uncomfortable, is there some other phrase or wording the College can use? Kimberlee Messina asked all PaRC members to consider the proposal and think about alternative options prior to the next PaRC meeting (October 21, 2015).

6. FALL 2015 HIRING PRIORITIZATION

Kimberlee Messina presented the Fall 2015 Hiring Prioritization document. The District allocated 7 full-time faculty positions for Foothill College (11 positions ranked, 7 positions funded). For detailed explanation regarding ranking and non-prioritized positions, please refer to the attached document. Diagnostic Medical Sonography (DMS) was not given a funded position as their ranked position was initially based on future retirements – since the prioritization, the sole full-time faculty member has announced her retirement (this will add 1 additional position to hire). Consensus was reached to move forward with the 7 funded full-time positions + 1 retirement/replacement position – as such, hiring committees can begin to move forward.

Roberto Sias asked if all faculty need to be ready to teach online. Kimberlee Messina noted that the hiring committee decides on the qualities most needed/preferred for each faculty position (depends on the candidate and the department). Debbie Lee requested clarification on equity hiring for faculty/staff and whether equity needs can be a justification for hiring. Kimberlee clarified that all employees the College hires should have equity as a priority – there is no equity employee vs. non-equity employee. In response to a question by Karen Smith, Kimberlee also noted that the determination to replace a classified staff member should be documented in a program review, yet classified staff hiring occurs on a separate cycle than full-time faculty.

7A. IP&B RECOMMENDATION – CHANGE FACULTY PRIORITIZATION TO FALL *(1st Read)*

Andrew LaManque presented IP&B's proposal to change the faculty prioritization cycle to fall, in an effort to reduce the number of out-of-cycle or emergency hiring requests that occur. It was noted that this would be just for the voting (for example, if approved, starting Fall 2016, the voting would be scheduled for the 1st meeting of PaRC).

7B. IP&B RECOMMENDATION – STATUS CHANGE FOR OPC *(1st Read)*

Academic Senate recommended that this proposal be postponed. This proposal is tabled until the next PaRC meeting (October 21, 2015).

7C. IP&B RECOMMENDATION – CHANGE TO PRC CHARGE *(1st Read)*

Andrew LaManque and Simon Pennington presented IP&B's proposal to add to the Program Review Committee's (PRC) charge, allowing them to make broad suggestions (based on observations) to departments/divisions during the program review cycle. Simon added that PRC is in the singular position to view these things (i.e. consistent comments/obstacles) as the committee reviews all the comprehensive program review documents.

7D. IP&B RECOMMENDATION – OUT-OF-CYCLE HIRING PROCEDURE *(1st Read)*

Andrew LaManque presented IP&B's proposal for clear criteria and procedural outline for out-of-cycle hires. The proposal outlines the data required for consideration and the steps for review (Dean, Area VP, PaRC, President). Roberto Sias requested that Step 3 specify that regardless of YES or NO, the recommendations for out-of-cycle hires will go to PaRC for review. Debbie Lee suggested that, prior to Step 2, the request should be distributed to the entire Division for feedback. Kimberlee Messina asked Debbie to work on suggested language for that additional step.

7E. IP&B RECOMMENDATION – EMERGENCY HIRING PROCEDURE *(1st Read)*

Andrew LaManque presented IP&B's proposal for emergency hiring. It was clarified that apart from the two instances noted on the proposal, most situations will not fit the criteria for an emergency hire – it will instead fall into out-of-cycle or will wait until the regular program review cycle.

7F. IP&B RECOMMENDATION – PROGRAM REVIEW TEMPLATES (ANNUAL + COMPREHENSIVE) *(1st Read)*

Andrew LaManque presented a brief overview of the revised Annual Program Review Template and the Instructional Comprehensive Program Review Template. All members of PaRC were asked to review all four program review documents and prepare any feedback/suggestions for next meeting.

8.   **STUDENT SUCCESS & RETENTION TEAM** *(Information Item)*
Paul Starer presented an overview of the proposed Student Success & Retention Team, the result of summer collaboration between Basic Skills, Student Equity, and SSSP. Prior to the summer, there was isolated collaborative efforts – over the summer, the intention was to think comprehensively about budgets and other initiatives in order to avoid overlapping efforts and double work. This team would focus on three key areas: (1) early alert (2) mentoring (3) targeted professional development. For detailed information on new and existing positions, please refer to the attached document.

9.   **EARLY ASSESSMENT PROGRAM (EAP) – POLICY** *(Information Item)*
Andrew LaManque presented the Early Assessment Program policy. EAP is a standardized assessment administered to 11th grade students in California. Students who complete the EAP can use the scores to be placed into college level math and English courses at any California State University (CSU) and at participating California Community Colleges (CCC). The purpose of the EAP is to give students an early indicator of their college preparedness in math and English.

Foothill College Policy on EAP: Foothill College accepts EAP results for placement into Math and English courses.
▪   If student received a "standard exceeded" result on the Math portion of EAP, the student is eligible for Math 10, 11, 44, 48A.
▪   If a student received a "standard exceeded" result on the English portion of EAP, the student is eligible for English 1A.
▪   EAP scores are valid for one year.

10. **PaRC SCHEDULING** *(Action Item)*
A goal for PaRC is to have the time and opportunity to process issues and have substantive discussion. In order to accommodate the large volume of items on the agendas, several scheduling options were presented. PaRC members will be asked to respond (using a survey link) and indicate their scheduling preference.
▪   Extend each PaRC meeting by 30 minutes.
▪   Add 2-3 pre-planned additional meetings per term.
▪   Schedule PaRC meetings every week (instead of 2 times per month).
▪   Do not add additional time/meetings (keep the same).
▪   Other (please specify)