



**FOOTHILL COLLEGE**  
**Planning and Resource Council (PaRC)**  
**Wednesday, November 18, 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	Messina	
2.	1:32-1:35	Approval of Minutes: 11/04/15 & 11/11/15	Messina	Action
3.	1:35-1:50	Canvas / OEI Participation / C.O.O.L. ( <i>Report Out</i> )	Baker	
4.	1:50-2:00	Sustainability Plan / Report ( <i>1<sup>st</sup> Read</i> )	Davis Visas	
5.	2:00-2:15	Enrollment Priorities Update ( <i>Report Out</i> )	Ulate	
6.	2:15-2:25	SSSP Advisory Council ( <i>Report Out</i> )	Balducci, Holcroft, Smith	
7.	2:25-2:35	<del>Marketing Updates (<i>Report Out</i>)</del> <b>Postponed Until 12.02 Meeting</b>	Hanstein	
8.	2:35-2:45	PRC Rubric Presentation ( <i>2<sup>nd</sup> Read for Approval</i> )	LaManque	Action
9.	2:45-2:55	Student Equity Plan ( <i>2<sup>nd</sup> Read for Approval</i> )	LaManque	Action
10.	2:55-3:00	EMP Updates	Kuo	

**NOTE:** Thanksgiving Holiday (Thursday 11.26.15 & Friday 11.27.15) – Campus Closed

**PaRC MEMBERS PRESENT:**

Anthony Cervantes, Bernata Slater, Bernie Day, Breeze Wen Liu, Carolyn Holcroft, Debbie Lee, Denise Perez, John DuBois, Kimberlee Messina, Lan Truong, Paul Starer, Robert Cormia, Teresa Zwack, Dawn Girardelli, Victor Tam, Choi Leong, Courtney Cooper

**EX-OFFICIO MEMBERS PRESENT:**

Andrew LaManque, Justin Schultz, Elaine Kuo, Lauren Balducci, Meredith Heiser

**GUESTS:**

Jon Rubin, Erin Ortiz, Judy Baker, Brenda Davis Visas, David Ulate, Amanda Kolstad

**(1) WELCOME**

Erin Ortiz, Classified Senate President-Elect, sat in for Karen Smith, Classified Senate President and PaRC Tri-Chair.

**(2) APPROVAL OF MINUTES**

Draft minutes from 11.04 and 11.11 PaRC meetings were approved by consensus.

### **(3) CANVAS / OEI PARTICIPATION / C.O.O.L.** *(Report Out)*

Judy Baker provided updates on implementation of Canvas, Foothill College's participation in the Online Education Initiative (OEI) and an update on the Committee on Online Learning (COOL).

The document detailing relevant updates for Canvas, OEI, and C.O.O.L. can be found at:

[http://www.foothill.edu/president/parc/minutes/parc2015-16/11.18.15/Canvas\\_OEI\\_COOL\\_Handout.docx](http://www.foothill.edu/president/parc/minutes/parc2015-16/11.18.15/Canvas_OEI_COOL_Handout.docx)

The document detailing the timeline associated with the implementation of Canvas can be found at:

[http://www.foothill.edu/president/parc/minutes/parc2015-16/11.18.15/Canvas\\_Implementation\\_Timeline.docx](http://www.foothill.edu/president/parc/minutes/parc2015-16/11.18.15/Canvas_Implementation_Timeline.docx)

### **(4) SUSTAINABILITY PLAN / REPORT** *(1<sup>st</sup> Read)*

Brenda Davis Visas presented the current version of the Sustainability Report. She noted that no annual reports have been done since the last report was drafted in 2009. She added that her goal is to incorporate feedback from PaRC and make additional modifications to align the report with the EMP and Facilities Master Plan prior to publishing in January 2016. The three main questions presented were:

- (A) Is the Sustainability Report Card “too clean”?
- (B) What else does the Report need (e.g. reporting water bottle usage)?
- (C) How can the Sustainability Committee gather additional members?

The current version of the Sustainability Report can be found at:

[http://www.foothill.edu/president/parc/minutes/parc2015-16/11.18.15/Sustainability\\_Management\\_Plan\\_Aug2015.pdf](http://www.foothill.edu/president/parc/minutes/parc2015-16/11.18.15/Sustainability_Management_Plan_Aug2015.pdf)

### **(5) ENROLLMENT PRIORITIES UPDATE** *(Report Out)*

David Ulate presented on students' registration patterns for Foothill College, specifically a breakdown of students by their enrollment/registration priority category and an analysis of whether students are taking advantage of the registration window they are given. David noted that the methodology tracks registration attempts (or clicks) – it doesn't not track 'shopping around' or viewing classes prior to a registration attempt.

When describing the priority registration categories, David noted that a student must fit all criteria within a category to receive that registration status. Paul Starer asked if we have the ability to find the students who attempted to register but did not actually click register (or simply found the process too difficult and stopped trying). Anthony Cervantes noted that a helpful feature would be to have a shopping cart for classes that you gather ahead of time and then register for when the time comes – this might give an idea of section size, if new sections are needed, and provide a preview of what the students actually want. Lan Truong added that it would be helpful if all departments planned ahead and created a comprehensive list of what classes are being offered on a yearly basis – this would help with the creation of more realistic Ed Plans (especially for the AD-T students).

David summarized that more students are trying to register earlier than they did under the old registration system/structure. While this front loading is occurring, the low priority students are waiting until after their priority window to register. It was asked if the registration priorities actually encourage 'positive' behaviors (e.g. Full Time, Ed Plan completion, etc.).

Carolyn Holcroft noted that the Academic Senate is currently considering a resolution that would ask the District to reconsider incentivizing Full Time versus Part Time, and perhaps incentivize completion of an Ed Plan (which is much less of a life-changing decision than choosing to move from Part Time to Full Time). She also noted that there exists a need to examine how the incentives we offer related to the equity agenda on campus.

A summary of the enrollment priorities (and registration data) can be found at:

[http://www.foothill.edu/president/parc/minutes/parc2015-16/11.18.15/FH\\_EP\\_Analysis\\_Oct2015.pdf](http://www.foothill.edu/president/parc/minutes/parc2015-16/11.18.15/FH_EP_Analysis_Oct2015.pdf)

**(6) SSSP ADVISORY COUNCIL UPDATE** *(Report Out)*

Amanda Kolstad, the new SSSP Coordinator, presented the 2015-16 workgroup objectives for the SSSP Advisory Council. Their objective is *to provide leadership in the college's implementation of our Student Success and Support Program (3SP) plan to improve access and success through orientation, assessment, counseling, educational planning, and academic interventions and to foster a college-wide culture committed to collaboratively increasing student success.*

The group's targets are:

- (A) Increase educational plan completion among students at Foothill College.
- (B) Optimize resource utilization among Basic Skills, Student Equity, and SSSP through increased communication and collaboration.
- (C) Assess current 3SP efforts and implement solutions to maximize 3SP completion.

More information about the SSSP Advisory Council can be found here: <http://www.foothill.edu/3SP/>

~~**(7) MARKETING UPDATE**~~ *(Report Out)* **Postponed Until Next PaRC Meeting (12.02.15)**

**(8) PRC RUBRIC** *(2<sup>nd</sup> Read for Approval)*

The Program Review Committee (PRC) rubric for reviewing the comprehensive program review documents was approved by consensus.

**(9) STUDENT EQUITY PLAN** *(2<sup>nd</sup> Read for Approval)*

The Foothill Student Equity Plan was approved by consensus. The draft document is still being reviewed/ revised and will be presented to the Board of Trustees at the December 2015 meeting.

**(10) EMP UPDATES** *(Report Out)*

An online survey will be sent out to solicit feedback from all Foothill College faculty, staff and students. The results of this survey will be presented at the next PaRC meeting (W 12.02.15). Some of the feedback may be incorporated into a future revision of the proposed College Mission Statement.