



**FOOTHILL COLLEGE**  
**Planning and Resource Council (PaRC)**  
**Wednesday, December 02, 2015**  
**AGENDA**

**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 + Announcements	Messina	
2.	1:32-1:35	Approval of Minutes: 11/18/15	Messina	Action
3.	1:35-1:45	Sustainability Plan / Report ( <i>2<sup>nd</sup> Read for Approval</i> )	Davis Visas	Action
4.	1:45-1:55	IP&B Proposal for Faculty Out-of-Cycle Request Form ( <i>1<sup>st</sup> Read</i> )	Holcroft	
5.	1:55-2:05	OPC Rubric Presentation ( <i>1<sup>st</sup> Read</i> )	OPC Tri-Chairs	
6.	2:05-2:15	Mission Statement Review Committee Update ( <i>Report Out</i> )	Hanstein, Holcroft, DuBois	
7.	2:15-2:30	Marketing + Outreach Updates ( <i>Report Out</i> )	Hanstein	
8.	2:30-2:40	EMP Updates ( <i>Report Out</i> )	Kuo	
9.	2:40-2:55	Online Student Services Updates ( <i>Report Out</i> )	Swett	
10.	2:55-3:00	Holiday Party Reminder	Messina	

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

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

**PaRC MEMBERS PRESENT:**

Bernata Slater, Bernie Day, Carolyn Holcroft, Debbie Lee, Hilda Fernandez, Karen Smith, Kimberlee Messina, Lan Truong, Paul Starer, Robert Cormia, Roberto Sias, Teresa Zwack, Dawn Girardelli, Victor Tam

**EX-OFFICIO MEMBERS PRESENT:**

Andrea Hanstein, Andrew LaManque, Justin Schultz, Denise Swett, Elaine Kuo, Laureen Balducci

**GUESTS:**

Jon Rubin, Brenda Davis-Visas

**(1) WELCOME + ANNOUNCEMENTS**

Karen Smith noted that the Santa Clara County Foster Youth Book Drive is collecting books for ages 8-13. Delivery of books will take place on December 11, 2015. Book drop-off boxes are located in Language Arts, the Chancellor's Office, the Administration Building, and the Library. Denise Swett announced that 'Tis the Season for Finals is scheduled for December 07, 2015 from 11:00AM-1:00PM; food and beverages will be served to

students. Andrea Hanstein added that the Foothill Women's Volleyball Team is in the CA State Championships, for the first time since 1998. Debbie Lee reminded everyone that final exams start Monday, December 07, 2015. Hilda Fernandez announced that Susie Huerta and Voltaire Villanueva are looking for new mentors for the Puente program.

## **(2) APPROVAL OF 11.18.15 MINUTES**

The minutes from the November 18, 2015 meeting of PaRC were approved by consensus. No revisions noted.

## **(3) SUSTAINABILITY PLAN / REPORT** *(2<sup>nd</sup> Read for Approval)*

Brenda Davis-Visas noted that she would like to move forward with the current Sustainability Report, pending the revisions sent by Karen Smith, Andrew LaManque, and a few other faculty members. Karen Smith noted that the Report Card included with the larger report looks too clean. The Report Card was created to align with the Educational Master Plan (EMP). Karen expressed a concern about the governance process not having any students participate in this process (in the writing of the document) as well as a lack of classified staff participation. The end product does not reflect all the people involved in the process or the report-writing (not all constituents are represented). Brenda noted that classified staff members were given the opportunity to write parts of the report, but those involved did not know enough to contribute as much as other faculty and administrators involved with the committee. She also noted that there were students involved in the process, but they stopped showing up at the very end (when the writing occurs).

Kimberlee Messina suggested adding an agenda item to the next PaRC meeting for discussion regarding moving forward with our committee processes and how we structure specific committees. Discussion centered on student involvement will also be a critical aspect. Carolyn Holcroft suggested having project leaders put a document together requesting participation and forwarded that to the Senate Presidents. This puts the emphasis on the Senate President to ensure participation from their specific constituent group. Hilda Fernandez added that communication must be at the forefront of our minds; we need to embed that – particularly communication to and with students regarding the committees and initiatives on campus.

The Sustainability Report, pending the revisions noted above, was approved by consensus.

## **(4) IP&B PROPOSAL – FACULTY OUT-OF-CYCLE REQUEST FORM** *(1<sup>st</sup> Read)*

As a formal document was requested to standardize the faculty out-of-cycle requests submitted, an attempt was made to duplicate the process that normally occurs with in-cycle faculty requests [department feedback, division feedback, dean + VP feedback, PaRC recommendation, President's decision]. This document will serve as a reference point for members of PaRC, especially those normally not involved in faculty hiring requests. Debbie Lee noted that on Page 3 of the document, Full Time to Part Faculty Ratio<sup>iii</sup> should be Full Time to Part Time Faculty Ratio<sup>i,ii</sup> to properly indicate the two separate links noted on Page 4 of the document. She also noted that more guidance is needed in terms of re-assign time and PDL and how it should be taken into account with out-of-cycle requests. She added that the Equity section on Page 4 of the document needs further clarification, specific Part ii. Carolyn Holcroft noted that links to data/research can be added to the document to provide further guidance, but stressed that she does not want departments to think this request/decision is an entirely objective one. There is a subjective outcome, but the conversation is data-driven. Revisions will be made based on the feedback received and the document will be presented for 2<sup>nd</sup> Read at the January 20, 2016 PaRC meeting.

It was clarified that any faculty hiring requests would be considered out-of-cycle if not included within the regular program review document. An emergency hiring request would only be considered in the rare instance in which accreditation or licensing issues are of concern.

## **(5) OPC RUBRIC** *(1<sup>st</sup> Read)*

The Operations Planning Committee (OPC) met and adjusted the rubric for 2015-2016. One major addition was the minimum requirement that a resource request align with at least one goal of the Educational Master Plan (EMP). Other changes or additions are highlighted in yellow throughout the document. Under *Data Trends (Access and/or Equity)*, 'especially disproportionately impacted groups' was added to the rubric. Once approved, the rubric will be posted so the departments can review. The document will be presented for 2<sup>nd</sup> Read at the January 20, 2016 PaRC meeting.

#### **(6) MARKETING & OUTREACH UPDATES** *(Report Out)*

Andrea Hanstein provided the following updates on marketing efforts on campus:

- a. FUSION: Foothill College Staff Newsletter (1<sup>st</sup> Thursday of the month)
- b. HOOT: Foothill College Student Newsletter (1<sup>st</sup> of the month; partnership with Marketing, ASFC, and Student Affairs)
- c. THE HEIGHTS: Foothill College Blog (currently at 63,000 subscribers)
- d. Targeted Advertising: Sunnyvale Center (printed class schedule; mail marketing efforts)
- e. Website Redesign: Upcoming focus groups + chances to provide feedback; website templates will be available once the migration occurs.
- f. Outreach: Marco Tovar and Jazmine Garcia are working to address outreach needs and prioritizing such efforts
- g. New Hire: The Marketing Department will be hiring a new graphic designer.

#### **(7) MISSION STATEMENT COMMITTEE UPDATES** *(Report Out)*

Additional feedback received by the Mission Statement revision committee included that ‘*Believing*’ is a grammatical issue and provides a weak start. The committee members acknowledged that not everyone will get 100% what they want in the Mission Statement. It was also noted that ‘... *for all California student populations* ...’ is meant to be inclusive, as all students taking Foothill classes are California students. The proposal to move forward with the Mission Statement in its current iteration was approved by consensus.

*Believing a well-educated population is essential to sustaining and enhancing a democratic society, Foothill College offers programs and services that empower students to achieve their goals as members of the workforce, as future students and as global citizens. We work to obtain equity in achievement of student outcomes for all California student populations, and are guided by our core values of honesty, integrity, trust, openness, transparency, forgiveness, and sustainability.*

#### **(8) EDUCATIONAL MASTER PLAN (EMP) UPDATES** *(Report Out)*

Elaine Kuo noted that the campus still has a lot of work to do to communicate equity across the campus and integrate it into the culture of the College. The full Educational Master Plan will be presented for 1<sup>st</sup> Read at the January 20, 2016 PaRC meeting (in preparation for the February 2016 Board of Trustees meeting).

#### **(9) ONLINE STUDENT SERVICES UPDATES** *(Report Out)*

Denise Swett provided a PowerPoint summary of the current and upcoming online student support services available to on-campus and online students.

#### **(10) HOLIDAY PARTY REMINDER**

The Foothill College Holiday Party is scheduled for Thursday, December 03, 2015 from 2:00PM-4:00PM in the Hearthside Lounge.