

Planning and Resource Council Annual Planning Calendar
2015-2016

2015-16 Cycle Summary

Cycle Component	Summer	Fall	Winter	Spring
Accreditation		Form Accreditation Teams	-Annual Report submitted to ACCJC --Institutional Standards --SLO --Fiscal Report	
Core Mission Work Groups		Present objectives		Present reflections
Departments/Programs		Complete Program Review & Submit Resource Requests		
Divisions			Complete Program Review	
Educational and Strategic Master Plan		-Transfer Center Plan -Sustainability Plan -Foothill College Innovation Center Master Plan		
Governance Handbook	IP&B Task force meets to review	Update and Revise as needed		Governance Survey distributed and discussed
Learning Outcomes Assessment Cycle -Course-Level, Program Level, Administrative Unit, Service Area SLO Reflections		-2014-15 Reflections due Week 3	Course Level – 3 rd week	Course Level – 3 rd week
PaRC: FTEF Allocations (Classified Staff & Faculty)		Review 2015-16 FTEF prioritizations		Prioritize FTEF for 2016-17
Resource Prioritization		- <i>OPC</i> : Review resource prioritization rubric - <i>Workforce Workgroup</i> : Review Perkins criteria	<i>Workforce Workgroup</i> : Present Perkins recommendations to PaRC	<i>OPC</i> : Present resource prioritization recommendations to PaRC
Program Review Committee (PRC)	IP&B Task force meets to review	Review Comprehensive Program Review Rubric	Evaluate Comprehensive Program Reviews	Present Comprehensive Program Review recommendations to PaRC

Planning and Resource Council Annual Planning Calendar
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Fall Quarter, Year 5 of Cycle

October 7 PaRC Meeting	October 21 PaRC Meeting
New Business <ul style="list-style-type: none"> • Welcome Back (Confirm members) • IP&B Task Force Recommendations – Hueg/LaManque/Schultz – 1st Read • EAP Policy – Assessment Taskforce – 1st Read • Program Creation Proposals – LaManque – 1st Read • Equity Plan – Student Equity Workgroup – 1st Read • 3SP Plan – Balducci – 1st Read • EMP Goals – Kuo – 1st Read 	New Business <ul style="list-style-type: none"> • PRC Rubric Presentation – 1st Read – PRC
Reports/Discussion <ul style="list-style-type: none"> • Reorganization Update – VPs (If needed) • President’s Update: FTEF, Resource Allocation spreadsheet (on website) – Messina • PaRC Meeting Duration Survey - Messina • PRC Update (membership & timeline) – PRC • Core Mission Template of Objectives for 10/21 mtg. – Kuo • Accreditation Update – Hueg/LaManque/Kuo • Accreditation Steering Committee Structure – LaManque • Foothill College Innovation Center Needs Assessment - Girardelli 	Reports/Discussion <ul style="list-style-type: none"> • Enrollment Priorities Presentation – Ulate • PaRC Meeting Duration Survey Report Out – Messina • PRC Second Update (RE: Spring 2015 Discussion) – PRC • Professional Development Update – PDC • Central Services Building Update – Slater • Transfer Center Plan – Transfer Committee • Sustainability Plan – Davis Visas • EMP Update (Standing Item) – Kuo
Action Items <ul style="list-style-type: none"> • Approve 6/17 Minutes • Review & Approve Planning and Resource Council Annual Planning Calendar 2015-16 – Messina 	Action Items <ul style="list-style-type: none"> • Approve 10/7 Meeting Minutes • IP&B Task Force Recommendations – Hueg/LaManque/Schultz – 2nd Read for Approval • EAP Policy – Assessment Taskforce – 2nd Read for Approval • Program Creation Proposals – LaManque – 2nd Read for Approval • Equity Plan – LaManque – 2nd Read for Approval • 3SP Plan – Balducci – 2nd Read for Approval • EMP Goals – 2nd Read for Approval
Notes: <ul style="list-style-type: none"> • 	Notes: <ul style="list-style-type: none"> • PRC Training
Materials for 10/7 Meeting Due: Wednesday, September 30 Materials Available for Public: Thursday, October 1	Materials for 10/21 Meeting Due: Wednesday, October 14 Materials Available for Public: Thursday, October 15

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Fall Quarter, Year 5 of Cycle

November 4 PaRC Meeting	November 18 PaRC Meeting
New Business <ul style="list-style-type: none"> 	New Business <ul style="list-style-type: none"> • EMP – Kuo – 1st Read • Basic Skills & Equity Rubric Presentation – Basic Skills Workgroup & Student Equity Workgroup – 1st Read • OPC Rubric Presentation – OPC – 1st Read • Perkins Rubric Presentation – Workforce Workgroup – 1st Read • Foothill College Innovation Center Substantive Change – Girardelli – 1st Read
Reports/Discussion <ul style="list-style-type: none"> • Core Mission Workgroup Objectives 2015-16 <ul style="list-style-type: none"> ○ #1 – Basic Skills Workgroup ○ #2 – Workforce Workgroup ○ #3 – Transfer Workgroup ○ #4 – OPC (Stewardship of Resources) ○ #5 – Student Equity Workgroup • Assessment Taskforce Report Out – Assessment Taskforce • 3SP Advisory Council Report Out – 3SP Advisory Council • Student Success Collaborative Report Out - Student Success Collaborative • Retention Ad Hoc Committee Report Out – Retention Ad Hoc Committee • COOL Report Out – COOL • Canvas/OEI Participation Update – Baker • EMP Update (Standing Item) – Kuo 	Reports/Discussion <ul style="list-style-type: none"> • Student Success Scorecard Report Out – Kuo • Marketing Update – Hanstein
Action Items <ul style="list-style-type: none"> • Approve 10/21 Meeting Minutes • PRC Rubric – 2nd Read for Approval 	Action Items <ul style="list-style-type: none"> • Approve 11/4 Meeting Minutes
Notes: <ul style="list-style-type: none"> • PRC Training • Holiday November 9 	Notes: <ul style="list-style-type: none"> • PRC Training • Holiday November 26-27
Materials for 11/4 Meeting Due: Wednesday, October 28 Materials Available for Public: Thursday, October 29	Materials for 11/18 Meeting Due: Wednesday, November 11 Materials Available for Public: Thursday, November 12

Planning and Resource Council Annual Planning Calendar
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Fall Quarter, Year 5 of Cycle

December 2 PaRC Meeting	December 16 PaRC Meeting
New Business •	New Business • No Meeting
Reports/Discussion •	Reports/Discussion •
Action Items <ul style="list-style-type: none"> • Approve 11/18 Meeting Minutes • EMP – Kuo – 2nd Read for Approval • Basic Skills & Equity Rubric Presentation – Basic Skills Workgroup & Student Equity Workgroup – 2nd Read for Approval • OPC Rubric Presentation – OPC – 2nd Read for Approval • Perkins Rubric Presentation – Workforce Workgroup – 2nd Read for Approval • Foothill College Innovation Center Substantive Change – Girardelli – 2nd Read for Approval 	Action Items •
Notes: <ul style="list-style-type: none"> • Final Exams begin December 8 • Fall Quarter ends December 11 • Annual Program Review Deadline is December 11 – All program reviews must be submitted to Deans (Schultz to verify) 	Notes: <ul style="list-style-type: none"> • Winter Break December 14 – January 1 • Holiday December 23-25, 28, December 31 – January 1
Materials for 12/2 Meeting Due: Monday, November 23* Materials Available for Public: Tuesday, November 24* <small>*Due date/Posting date are earlier for the Thanksgiving Holiday</small>	Materials for 12/16 Meeting Due: N/A Materials Available for Public: N/A

December 11 – Instructional and Student Services Program Review are due to their respective dean/director.

Planning and Resource Council Annual Planning Calendar
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Winter Quarter, Year 5 of Cycle

January 6 PaRC Meeting	January 20 PaRC Meeting
New Business	New Business
<ul style="list-style-type: none"> No Meeting 	<ul style="list-style-type: none">
Reports/Discussion	Reports/Discussion
<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Professional Development Workshops – Professional Development Committee Basic Skills & Equity Funding Update – Basic Skills Workgroup & Student Equity Workgroup ASFC Update - ASFC
Action Items	Action Items
<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Approve 12/2 Minutes
Notes:	Notes:
<ul style="list-style-type: none"> Winter Quarter starts January 4 	<ul style="list-style-type: none"> Resource Requests Due Holiday January 18
Materials for 1/6 Meeting Due: N/A	Materials for 1/20 Meeting Due: Wednesday, January 13
Materials Available for Public: N/A	Materials Available for Public: Thursday, January 14

See program review website for timeline and documents: <http://foothill.edu/staff/irs/programplans/index.php>

January 22 - Administrative Unit Outcomes (AUO) Program Review due to their respective VP/President (Justin Schultz to verify)

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Winter Quarter, Year 5 of Cycle

February 3 PaRC Meeting	February 17 PaRC Meeting
New Business •	New Business • Governance Handbook – LaManque/Schultz – 1 st Read
Reports/Discussion • President’s Office AU-SLOs – Messina • Fiscal Plan – Slater • Budget Update – Slater • Outreach Update – Swett	Reports/Discussion • DRC Update – Ong • Accreditation Update – LaManque
Action Items • Approve 1/20 Meeting Minutes	Action Items • Approve 2/3 Meeting Minutes
Notes: • Holiday February 12, 15	Notes: •
Materials for 2/3 Meeting Due: Wednesday, January 27 Materials Available for Public: Thursday, January 28	Materials for 2/17 Meeting Due: Monday, February 8 Materials Available for Public: Tuesday, February 9 <small>*Due date/Posting date are earlier for the President’s Day Holiday</small>

Divisions submit prioritized lists to their VP by February 11

Week of February 22 – VPs meet with their Deans to review resource requests

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Winter Quarter, Year 5 of Cycle

March 2 PaRC Meeting	March 16 PaRC Meeting
New Business <ul style="list-style-type: none"> Institutional Standards & Institutional Goals – 1st Read 	New Business <ul style="list-style-type: none">
Reports/Discussion <ul style="list-style-type: none"> District Mission Statement Review & Request for Feedback – Ulate 	Reports/Discussion <ul style="list-style-type: none">
Action Items <ul style="list-style-type: none"> Approve 2/17 Meeting Minutes Governance Handbook – LaManque/Schultz – 2nd Read for Approval 	Action Items <ul style="list-style-type: none"> Approve 3/2 Meeting Minutes Institutional Standards & Institutional Goals – 2nd Read for Approval
Notes: <ul style="list-style-type: none"> 	Notes: <ul style="list-style-type: none"> Final Exams begin March 24 Winter Quarter ends March 27 Spring Break March 30 – April 3
Materials for 3/2 Meeting Due: Wednesday, February 24 Materials Available for Public: Thursday, February 25	Materials for 3/16 Meeting Due: Wednesday, March 9 Materials Available for Public: Thursday, March 10

Week of March 7 – VPs meet with each other to create one prioritized resource request list

Week of March 14 – VPs present their prioritized resource request to OPC (except for faculty & staff request prioritizations)

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Spring Quarter, Year 5 of Cycle

April 6 PaRC Meeting	April 20 PaRC Meeting
New Business <ul style="list-style-type: none"> No Meeting 	New Business <ul style="list-style-type: none"> District Mission Statement Review – Ulate – 1st Read Program Review Committee Recommendations – 1st Read – PRC
Reports/Discussion <ul style="list-style-type: none"> 	Reports/Discussion <ul style="list-style-type: none"> Professional Development Update – Professional Development Committee
Action Items <ul style="list-style-type: none"> 	Action Items <ul style="list-style-type: none"> Approve 3/16 Meeting Minutes Approve Perkins Career Technical Education (CTE) Allocation Requests for 2015-16 – 2nd Read for Approval
Notes: <ul style="list-style-type: none"> Spring Break March 28 – April 1 Spring Quarter starts April 4 	Notes: <ul style="list-style-type: none">
Materials for 4/1 Meeting Due: N/A Materials Available for Public: N/A	Materials for 4/20 Meeting Due: Wednesday, April 13 Materials Available for Public: Thursday, April 14

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Spring Quarter, Year 5 of Cycle

May 4 PaRC Meeting	May 18 PaRC Meeting
New Business <ul style="list-style-type: none"> 	New Business <ul style="list-style-type: none"> • OPC/Resource Allocation Recommendations – 1st Read – OPC • Perkins Career Technical Education (CTE) Allocation Requests for 2015-16 – 1st Read
Reports/Discussion <ul style="list-style-type: none"> • Student Success Scorecard Report Out – Kuo 	Reports/Discussion <ul style="list-style-type: none"> • Faculty & Staff Request Presentation – Hueg/Slater/Swett • May Revise – Slater • Budget Update – Slater
Action Items <ul style="list-style-type: none"> • Approve 4/20 Meeting Minutes • District Mission Statement Review – Ulate – 2nd Read for Approval • Program Review Committee Recommendations – PRC – 2nd Read for Approval 	Action Items <ul style="list-style-type: none"> • Approve 5/4 Meeting Minutes
Notes: <ul style="list-style-type: none"> 	Notes: <ul style="list-style-type: none"> • Faculty & Staff Prioritization Survey Opens • Governance Survey Opens • Holiday May 30
Materials for 5/4 Meeting Due: Wednesday, April 27 Materials Available for Public: Thursday, April 28	Materials for 5/18 Meeting Due: Wednesday, May 11 Materials Available for Public: Thursday, May 12

Planning and Resource Council Annual Planning Calendar
2015-2016

Spring Quarter, Year 4 of Cycle

June 1 PaRC Meeting	June 15 PaRC Meeting
New Business •	New Business •
Reports/Discussion <ul style="list-style-type: none"> District Strategic Master Plan Update - Ulate Core Mission Workgroup Reflections of 2014-15 <ul style="list-style-type: none"> #1 – Basic Skills Workgroup #2 – Workforce Workgroup #3 – Transfer Workgroup #4 – OPC (Stewardship of Resources) #5 – Student Equity Workgroup (If needed) VP Update on Prioritization of Faculty & Staff (In response to PRC's recommendations on 5/18) – Hueg /Slater/ Swett 	Reports/Discussion <ul style="list-style-type: none"> Accreditation Update - LaManque Governance Survey Reporting Out – Kuo <ul style="list-style-type: none"> Review of PaRC's self assessment, discussion on how to make improvements Faculty & Staff Prioritization Survey Report Out – Kuo PRC, OPC & Workgroups Report Out – Set Agenda for IP&B
Action Items <ul style="list-style-type: none"> Approve 5/20 Meeting Minutes OPC/Resource Allocation Recommendations (including Faculty & Staff prioritizations) – OPC – 2nd Read for Approval Perkins Career Technical Education (CTE) Allocation Requests for 2015-16 – 2nd Read for Approval 	Action Items <ul style="list-style-type: none"> Approve 6/1 Meeting Minutes Re-convene IP&B Summer Task Force (update charge)
Notes: •	Notes: <ul style="list-style-type: none"> Final Meeting of 2015-2016 Academic Year President's modifications on FTE recommendations to report out in Fall 2016 Final Exams start June 21 2016 Commencement June 24
Materials for 6/1 Meeting Due: Wednesday, May 25 Materials Available for Public: Thursday, May 26	Materials for 6/15 Meeting Due: Wednesday, June 8 Materials Available for Public: Thursday, June 9