



MEETING MINUTES

Date: Oct. 5, 2018

Time: 1-3 p.m.

Loc: 1901 (President's Conference Room)

Item 1: Introductions

Presenter: Simon Pennington (Facilitator)

Reviewed committee charge. Established group norms. Group norms included: using the nameplate to raise a question/comment; bringing Governance binder to each meeting; engaging Zoom participants; turning down cellphone ringers; mutual respect in interactions; starting and ending on time.

Approved the agenda after switching items 4 and 5 around and approved the Foothill Student Trustee, Apurwa Baral as an ex-officio member of the Advisory Council.

A. Hypolite will update the meeting documents and website to reflect the addition.

Item 2: Presidents Report

President Nguyen thanked ASFC for club day; thanked the Facilitator Corp for the first meeting's preparation and thanked committee members for attending.

Item 3: Associate's Degree for Transfer (ADT): Media Studies

Presenter: Kay Thornton and Kristin Tripp-Caldwell (Faculty)

Foothill has had various media classes exist for many years. In the past there was trouble with articulation of certain courses and programs. New classes added have helped to fill those gaps so that articulation can occur and a degree can be offered. No additional funds are required to implement the ADT. VP Watson offered that ADTs are part of the new funding formula, so adding ADTs is moving in a positive direction.

C. Nguyen asked about the timeline for implementation. The ADT proposal, once approved by Advisory Council, goes to Curriculum Committee, the Board and then to the State. If approved within the year, it can appear in the 19-20 Course Catalog. S. Negus asked what degree/practitioner background qualifies an instructor to teach classes in the major? S. Pennington answered that one of the challenges for this major was that the classes have multiple faculty service areas, and offered to share with Council the minimum qualifications for teaching classes in the major.

OUTCOME: First read. No vote taken.

Prepared by: A. Hypolite, 10/11/18



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Item 4: Program Review Revision

Presenter: Kristy Lisle (VP of Instruction, Student Services & Institutional Research)

IP&B was charged by PaRC to look at a redesign of program review as a whole and consider criteria for program elimination that the Council could use when reviewing the viability of programs. IP&B defined different program review categories (instructional disciplines, instructional support disciplines and student support services); proposed to move program review from a 3 to a 5-year cycle; suggested a suspension of program review for AY 18-19; requested to continue as a study group of Advisory Council; and requested the council to commission a Viability Study Group that would take up developing criteria for program elimination.

President Nguyen reversed a previous recommendation to not suspend program review in light of the fact that no programs were recommended for elimination in the Phase 2 budget reduction. Clarification was requested as to why IP&B recommends separating the task of program elimination from the Program Review Committee and creating another Viability committee. Lisle noted that doing so removes the fear and apprehension from writing a program review because the committee responsible for assessing a program's viability does not lay with the same people responsible for evaluating program review. Additionally, financial viability is something to consider and the program review committee isn't charged with doing that.

Lisle confirmed that IP&B would continue with the same committee members and dispense with the color ranking system. A. Edwards asked if "no program elimination" occurs this academic year. President Nguyen confirmed that was the case. A. Cervantes asked if the costs of positions would start to be included when assessing the cost of a program. Lisle responded that they would be.

OUTCOME: Should the Council approve the requests of IP&B to move Program Review from a 3 to a 5-year cycle, suspend Program Review for AY 18-19, continue IP&B as a study group of the Council and to commission a Program Viability Study Group to develop criteria for program elimination?

Council approved the package of recommendations unanimously.

Item 5: 17-18 Program Review Committee (PRC) Recommendations

Presenter: Kristy Lisle (VP of Instruction, Student Services & Institutional Research)

Last year PaRC took a first vote to approve the Program Review Committee's recommendations for programs ranked green and red. There was disagreement about some of the programs ranked yellow. President Nguyen reviewed the yellow programs and recommended reversing PRC's ranking for Radiologic Technology and Dental Hygiene from yellow to green. President Nguyen recommended the change for these programs due to improved FTES and significant improvement and progress. Programs ranked yellow and red will be the first use the new program review template in AY 19-20. There were 10 programs with yellow and red rankings.

OUTCOME: Should Council recommend changing the PRC ranking from yellow to green for Radiologic Technology and Dental Hygiene? Council approved unanimously.

Should Council recommend that programs ranked with a yellow/red be the first to go through the new Program Review cycle in AY 19-20? Council approved unanimously.

Prepared by: A. Hypolite, 10/11/18



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Item 6 & 7: Phase 2 Budget Reduction and Guiding Principles

Presenter: Brett Watson (VP of Finance & Administrative Services)

**In light of time, it was recommended by the presenter to combine the two topics. Council agreed.*

VP Watson presented Phase 2 of the college's budget reduction plan. Discussed were the new components that play into the funding formula and an update on the overall budget reduction. It was noted that the dollar amount to be reduced continues to increase due to declining FTES.

Watson clarified for the council what Self-Sustaining Funds and B Budgets were, and the differences between categorical and general funds. A. Edwards asked about the number of vacant faculty positions that would be backfilled by part timers. C. Nguyen wanted information on what ACE stood for (Association of Classified Employees) and asked if all employees were affiliated with a union.

S. Negus had a question about whether the impact on part time faculty would be minimal since it appears that a number of faculty positions eliminated were previously vacant. There was no confirmation or denial of this but rather a reminder of the guiding principle of shared pain. A. Edwards made the point that materials presented about the budget reduction were not being explicit about the impact to part-time faculty and suggested stating the number of faculty positions eliminated versus back-filled. P. Ni agreed with Edward's suggestion and added a reminder that the backfill occur while maintaining full-time to part-time state mandated ratios.

For the guiding principles, P. Ni offered that the college was trying to reduce, yet, be innovative with minimizing layoffs. However, it was noted that there wasn't an acknowledgement of robust support to employees that are laid off in the language of the guiding principles. S. Negus wanted to add notification in advance for employees, so that they are better prepared.

President Nguyen clarified that some of the requests being voted on were advisory, while others were recommendations for the Council to take on. P. Ni asked a clarifying question about principle #8 since "no program elimination" was to be recommended. President Nguyen suggested eliminating principle #8 altogether.

OUTCOME: Should Council approve the amended 7 proposed guiding principles for Phase 2 budget reduction, eliminating principle #8?
Council approved unanimously.

Should Council approve November 2nd, 2018 as the final budget recommendation to go forward to the district?
Council approved unanimously.

Should Council approve no program eliminations?
Council approved unanimously.

Should Council approve providing no details around specific job positions for the eliminations, per ACE's recommendations?
Council approved unanimously.



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Should Council sponsor a town hall meeting on October 24th, 2018?
Council approved unanimously.

Public Comments/Announcements

None.

Meeting adjourned at 3:04pm.

MEMBERS PRESENT

Voting

Tri-Chairs: Thuy Nguyen, Anthony Cervantes

Administrator: Betsy Nikolchev

Classified Staff:

Faculty: Preston Ni (FT), Amy Edwards (FT), Sean Negus (PT)

Students: Chelsey Nguyen, Sissi Hu, Jashandeep Singh Chahal

Non-Voting

Ex-Officio: Kristy Lisle, Brett Watson

Recorder: Adrienne Hypolite

Facilitator: Simon Pennington

Members of the Public: Carina DeLorenzo (student, Foothill College Script)