



FOOTHILL COLLEGE

Operations Planning Committee (OPC) Meeting

MINUTES (APPROVED)

DECEMBER 09, 2011

12:00 – 2:00 P.M.

LOCATION: PRESIDENT'S
CONFERENCE ROOM

MEETING CALLED BY	Shirley Treanor
TYPE OF MEETING	Advisory Committee Meeting
NOTE TAKER	Phuong Tran
ATTENDEES	Jay Patyk, Phuong Tran, Shirley Treanor, Ion Georgiou, Gigi Gallagher, Elaine Kuo, Pam Wilkes, Laureen Balducci, and Andrew LaManque

Agenda Topics

INTRODUCTIONS

SHIRLEY TREANOR

DISCUSSION	
	<ul style="list-style-type: none">Minutes for the last meeting were approvedNext meeting set for 2nd day of Spring Quarter (January 10, 2012)

GUIDANCE PRINCIPLES FOR RUBRIC

SHIRLEY TREANOR

DISCUSSION	
	<ul style="list-style-type: none">Presentation to PARC scheduled for January 18, 2012Establish criteria and considerations for funding:<ul style="list-style-type: none">Changes in enrollment across divisionStrategic productivity and enrollment trendsSevere losses in a major funding source by a divisionMajor change in responsibility required by a division such as a new departmentSignificant change in educational methodology by a discipline such as incorporation of new technologyAchievement of Program Learning Outcomes, perhaps using cost per FTES as a factor?<ul style="list-style-type: none">Metrics to evaluate measurable outcomesAlignment with college and core missions<ul style="list-style-type: none">Services and ResourcesProgram mixOngoing operating costs changing disproportionately relative to other programsServices that contribute to Organizational EfficiencyPrograms that increase access, services, outcomes, and success for underrepresented studentsLegally mandated servicesFuture needs

POTENTIAL HIERARCHY FOR PRIORITIZING REQUESTS

SHIRLEY TREANOR

DISCUSSION	
	<ul style="list-style-type: none">Numerical weight attached to scoring areasMinimum Requirements<ul style="list-style-type: none">Correctly completed Program ReviewDemonstration of alignment with core and college missionsLegal mandates [level 1]<ul style="list-style-type: none">Health and SafetyAccreditationADA ComplianceContractual Obligations [level 1]Organizational Efficiency [level 2]<ul style="list-style-type: none">Multi-division requests that could benefit from college-wide focus and applicationPreservation of divisional priority project preferences [level 2]Degree of alignment with core and college missions [level 3]<ul style="list-style-type: none">Increase underrepresented student successBasic skillsFuture needs [level 3]<ul style="list-style-type: none">Strategic productivity and enrollment trends

ACTIONS FOR NEXT MEETING

DISCUSSION
<ul style="list-style-type: none">• Draft of the guiding principles and the tentative rubric for PARC review• Pilot test of the rubric for feedback<ul style="list-style-type: none">◦ Does the rubric prioritize what we consider to be important?• Possible revision the prioritization hierarchy
2011-2012 OPERATIONS PLANNING COMMITTEE MEMBERS

Future Agenda Items: Resource Allocation Rubric development