



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 approved Next 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, 2012 Establish criteria and considerations for funding: <ul style="list-style-type: none"> Changes in enrollment across division Strategic productivity and enrollment trends Severe losses in a major funding source by a division Major change in responsibility required by a division such as a new department Significant change in educational methodology by a discipline such as incorporation of new technology Achievement of Program Learning Outcomes, perhaps using cost per FTES as a factor? <ul style="list-style-type: none"> Metrics to evaluate measurable outcomes Alignment with college and core missions <ul style="list-style-type: none"> Services and Resources Program mix Ongoing operating costs changing disproportionately relative to other programs Services that contribute to Organizational Efficiency Programs that increase access, services, outcomes, and success for underrepresented students Legally mandated services Future needs 	

POTENTIAL HIERARCHY FOR PROIRITIZING REQUESTS

SHIRLEY TREANOR

DISCUSSION	
<ul style="list-style-type: none"> Numerical weight attached to scoring areas Minimum Requirements <ul style="list-style-type: none"> Correctly completed Program Review Demonstration of alignment with core and college missions Legal mandates [level 1] <ul style="list-style-type: none"> Health and Safety Accreditation ADA Compliance Contractual Obligations [level 1] Organizational Efficiency [level 2] <ul style="list-style-type: none"> Multi-division requests that could benefit from college-wide focus and application Preservation 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 success Basic skills Future 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	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> Co-Chair Faculty – Jay Patyk (Fall qtr) Co-Chair Classified – Phuong Tran Co-Chair Administrator – Shirley Treanor Member Faculty – Ion Georgiou (Pam Wilkes) Member Classified –Gigi Gallagher Member Student – </td><td style="vertical-align: top; text-align: right;"> Ex-Officio – Other: Laureen Balducci Meridith Heiser, FA Kurt Hueg </td></tr> </table>	Co-Chair Faculty – Jay Patyk (Fall qtr) Co-Chair Classified – Phuong Tran Co-Chair Administrator – Shirley Treanor Member Faculty – Ion Georgiou (Pam Wilkes) Member Classified –Gigi Gallagher Member Student –	Ex-Officio – Other: Laureen Balducci Meridith Heiser, FA Kurt Hueg
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Future Agenda Items: Resource Allocation Rubric development