



FOOTHILL COLLEGE

**Planning and Resource Council (PaRC)
Draft Minutes of February 6, 2013**

ITEMS	TOPICS	LEADERS	EXPECTED OUTCOME
1	Welcome (and Introductions)	Judy Miner	
2	Approval of Minutes: January 16, 2013	Judy Miner	Action/Approval
3	Program Review Committee Rubric/Update	John Mummert	Discussion/Information
4	Discussion Presentation of External Environment	Bernata Slater	Discussion/Information
5	Facilities Master Plan Update	Bernata	Action/Approval
6	Questions/Concerns/Grapevine/Announcements	Judy Miner	Discussion/Information

Meeting began at 1:32 PM.

PRESENT:

Mark Anderson; Maureen Chenoweth; Bob Cormia; Dolores Davison; Bernie Day; Joseline Diaz; Craig Gawlick; Ion Georgiou; Meredith Heiser; Elaine Kuo; Amy La Galante; Charlie McKellar; Kimberlee Messina; Mariam Mostafa; Sarah Munoz; Peter Murray; Leslye Noone; Erin Ortiz; Sarah Schueler; Roberto Sias; Bernata Slater; and Paul Starer.

ABSENT:

Mia Casey; Margo Dobbins; Judy Miner; John Mummert; and Denise Swett.

GUEST(S):

Nanette Solvason.

ITEM 1: WELCOME AND INTRODUCTIONS (DAVISON)

Judy was not in attendance, as she was invited by the Government of India to participate as a delegate to provide expert opinion in their endeavors of opening up 200 community colleges there. Dolores chaired the meeting. Mariam Mostafa is the new ASFC student representative. Roberto Sias is the new MSA representative.

ITEM 2: APPROVAL OF MINUTES: JANUARY 16, 2013 (DAVISON)

ACTION:

January 16 Minutes were approved by consensus.

ITEM 3: PROGRAM REVIEW COMMITTEE RUBRIC/UPDATE (KUO)

DISCUSSION: John was not in attendance, so Elaine presented. Kimberlee said they are working on a rubric to use in order to give a rating of green, yellow, red. Recommendations will be brought before

PaRC.

Elaine provided a handout. They gleaned through the process, as a group, and are there to review and evaluate the program by color ranking. They want to document the process, extend it beyond our own organization. They wanted to be clear in providing feedback to programs completing their program review. They wanted to distinguish itself from OPC, as their purpose is certain quantifiable requests, using metrics as it fits college needs. With the Program Review Committee, they are looking at things in a more holistic process. To think more broadly about the program and how deans, faculty, and staff are involved in their program and the direction their program is going.

At their next meeting, they will take an administrative, instructional, and student services program review and comment on it, frame the holistic evaluation, and then go and look at approximately 25 reviews. If everything is good, then green; no discussion. But if yellow or red, then it leads to full committee discussion.

The template itself would be documented within the minutes, and then brought back for any changes.

ITEM 4: DISCUSSION PRESENTATION OF EXTERNAL ENVIRONMENT (KUO)

DISCUSSION: Elaine reminded everyone of the first part of the student data that was presented at the December PaRC meeting. Today's information was focusing on looking outside of our community. This was a brief, external scan of information. This information provides data to the master plan and mission statement work.

Some of the data Elaine presented was population, residency, languages, educational levels, enrollment, labor, salary, etc. For full information, please see the summation online.

ITEM 5: FACILITIES MASTER PLAN UPDATE (SLATER)

DISCUSSION: Bernata updated the group on the upcoming process for the Facilities Master Plan. The process started about a year ago. At that time, it was put on hold because of the tentativeness of the land at Onizuka. Now that Foothill can move forward in planning for the Education Center at Onizuka, the Facilities Master Plan can begin again.

They will work with the architects on the master plan. The first meeting will be held on February 12. There is a variety of staff participation. Kimberlee Messina, John Mummert and Andrew Lamanque will provide enrollment trend information. The other group, the Steering Committee, will discuss the parameters and what to put forth. More updates will follow as the committee makes progress.

ITEM 6: QUESTIONS/CONCERNS/GRAPEVINE/ANNOUNCEMENTS (DAVISON)

DISCUSSION: Dolores mentioned the accreditation institute conference would be that upcoming weekend. The group attending will consist of Dolores (chair), Kurt Hueg, Erin Ortiz, Elaine Kuo, and Denise Swett. ACCJC decided to hold on releasing their findings until the Monday after the conference. Kurt will report to the entire campus once the findings are received.

Dolores announced Scott Lankford was the recipient of the Hayward Award. This is the fifth time for a Foothill faculty member to receive this award.

Joseline mentioned the EcoPass was voted and approved by majority. It will go to the Board of Trustees for approval on March 18. They will have it implemented in the fall, but possibly as early as the summertime.

Erin mentioned it was a great turn out for the Martin Luther King, Jr., march. There were about 200 people from Foothill. They re-enacted the march and had lunch. She also reminded everyone of the upcoming Heritage Months.

Thanks to Maureen and Transfer Center for all their recent work.

Thanks to everyone's work on the 1,200 visiting elementary and middle school students recently. Foothill was the only college to respond to their request of visiting a college campus. Foothill welcomed the students and provided a campus tour and lunch. Some of the students also attended the Physics Show that weekend.

Erin mentioned Roberto will take over the following year as PaRC tri-chair president elect. Maureen will be coordinating the first classified senate program review.

Meredith thanked the student body government for letting her present on March in March. Many instructors do not think it is a valid reason to be absent from class. However, Meredith feels if Foothill does not show a presence in these venues, then we lose a political influence. Meredith and Rich will try to come up with some assignment packets to make it work.

Bernata said with the governor's proposal, there is a lot of policy changing happening, which has a huge impact on our budget.

Maureen went to a legislative conference in January, and she was discouraged with the legislators' attitude of Prop 30 passing and feeling they did not need to do anymore regarding funding. The legislators need more education regarding funding impacts on the institutions.

Meeting adjourned at 2:38 PM.