



# FOOTHILL COLLEGE

## Planning and Resource Council (PaRC) Final Minutes of October 3, 2012

<b>10/3/12 AGENDA ITEMS</b>	<b>TOPICS</b>	<b>LEADERS</b>	<b>EXPECTED OUTCOME</b>
1	Welcome Back (confirm members)	Judy Miner	
2	Approval of Minutes:	Judy Miner	Action/Approval
2a	• June 20, 2012 (official)		
2b	• July 18, 2012 (informal)		
3	2012-13 PaRC Calendar/3-Year Cycle Summary	Judy Miner	Action/Approval
4	Integrated Planning & Budget (IP&B) Task Force Recommendations	Kimberlee Messina Elaine Kuo Darya Gilani	
4a	(Summertime work):		Action/Approval
4b	• Comprehensive Program Review Templates:		Action/Approval
4c	1) Administrative Unit; 2) Instructional; and 3) Student Services		Action/Approval
4d	• Core Mission Template of Objectives with Equity Prompt		Discussion/Information
	• IP&B (Updated) Governance Handbook		
	• Program Creation, Discontinuance & Resource Reduction (draft)		
5	President's Decision on B Budget and Onetime	Judy Miner	Discussion/Information
6	Accreditation Followup	Judy Miner	Discussion/Information
7	Questions/Concerns/Grapevine/Announcements	Judy Miner	Discussion/Information

**Meeting began at 1:35 PM.**

### **PRESENT:**

Judy Miner; Dolores Davison; Erin Clifford Ortiz; Joseline Diaz; Antonia Zavala; Sarah Schueler, Marcel Samudra; Phuong Tran; Ion Georgiou; Shirley Treanor; Maureen Chenoweth; Bernie Day; Paul Starer; Charlie McKeller; Bob Cormia; Mark Anderson; Darya Gilani; Peter Murray; Meredith Heiser; Victoria Taketa; Margo Dobbins; John Mummert; Denise Swett; and Amy La Galante.

### **ABSENT:**

Jay Patyk; Sarah Delos Santos; Jim Reardon; Judi Mc Alpin; Kimberlee Messina; Kurt Hueg; Elaine Kuo; and Mia Casey.

### **GUEST(S):**

Dave De Villers

### **ITEM 1: WELCOME BACK (MINER)**

Judy welcomed everyone back. Members introduced themselves.

### **ITEMS 2a AND 2b: APPROVAL OF MINUTES: JUNE 20, 2012, AND JULY 18, 2012 (MINER)**

See attachments for details.

**ACTION:**

June 20, 2012 Minutes were approved by consensus.

July 18, 2012 Minutes were approved by consensus as corrected (name spelling correction).

***ITEM 3: 2012-13 PaRC CALENDAR/3-YEAR CYCLE SUMMARY (MINER)***

See attachments for details.

Judy explained the calendar presented may need some adjustments as the year progresses based on unforeseen needs. The group can review the calendar at each meeting for any possible adjustments.

**ACTION:** The 2012-13 PaRC Calendar/3-Year Cycle Summary was approved by consensus.

***ITEM 4c: INTEGRATED PLANNING & BUDGET (IP&B) GOVERNANCE HANDBOOK (GILANI)***

See attachments for details.

Through the summer-time work of the Integrated Planning & Budget (IP&B) Committee, the revisions to the Governance Handbook were finalized. The handbook is a guiding tool that outlines how decisions are made. Two minor changes were made. On page 11, the handbook notes that part of PaRC's role is to revisit and revise the mission statement every three years. The Accreditation Team pointed out last year this was not included. It has now been added and the group will be doing so in 2012-13, as scheduled on the PaRC Calendar/3-Year Cycle Summary (Item 3). The other minor change is an addition on page 28 regarding the Program Review Committee charge and membership, which was approved in Spring 2012. This was added to the list of Committees section. There will be more additions to the Governance Handbook as updates occur and documents from last year are included, such as OPC's rubric and guiding principles.

**ACTION:** Revisions to the IP&B Governance Handbook were approved by consensus.

***ITEM 4a: COMPREHENSIVE PROGRAM REVIEW TEMPLATES: 1) ADMINISTRATIVE UNIT; 2) INSTRUCTIONAL; AND 3) STUDENT SERVICES (GILANI)***

See attachments for details.

The templates are to be completed every three years. There are prompts and information in the templates to make decisions more easily and more objectively.

These templates were built off of the former (Annual) Templates. Elaine usually provides data for three years. But because Banner has only been implemented for two years so far, she would have to merge two systems (which would be doable, but rather difficult). For the 2013-14 year, she will return to three years of information again. Summer numbers are now included beginning this year.

Of highlighted notes, differences between the Annual and Comprehensive include prompts regarding: gender data, curriculum prompts, Basic Skills, prompts for transfer, Student Equity Plan, Workforce, and Innovation.

Bernie to provide information on how students are doing with transfers and articulation; checking to see if they are in alignment. The Student Equity Plan is more general right now; will leave specifics to the Student Equity Group work. For the Equity Prompts, information can be used to build Equity Plan (members are currently pending). The Workforce has more explicit guidelines that correlate and correspond to California Education Codes. For example, advisory board, program accreditation.

Meredith requested work with the Program Review Committee to be calendared (agenda) at a later meeting as a refresher.

NOTE: All Program Reviews are due to applicable division deans on or before December 14.

**ACTION:** Comprehensive Program Review Templates were approved by consensus.

***ITEM 4b: CORE MISSION TEMPLATE OF OBJECTIVES WITH EQUITY PROMPT (GILANI)***

See attachments for details.

This is a change to better integrate equity effort in devising plans for the year. Elaine will have drop-in time available for help on October 9 to be ready for October 17 meeting.

**ACTION:** Core Mission Template of Objectives with Equity Prompt was approved by consensus as corrected (Note: Need to correct the year in the title from “2011-12” to “2012-13”).

***ITEM 4d: PROGRAM CREATION, DISCONTINUANCE & RESOURCE REDUCTION (DRAFT) (GILANI)***

See attachments for details.

**DISCUSSION:** This draft version is being presented for discussion at this time. The First Read will be at the October 17 meeting, with Second Read/Action proposed for the November 21 meeting. This will be part of the Governance Handbook in time for the Program Review process. Any questions, please see Erin, Dolores, and/or AFSC students.

Edits will be made by the Academic Senate in the next couple of meetings. Dolores did mention the possible need to have the Second Read/Action take place in December if Academic Senate is not able to cover this item completely in the next couple of meetings.

Darya requested, on behalf of IP&B, their work be suspended until the Spring or Summer 2013 quarter, as the intent of IP&B was to only be approximately six months. Approved by consensus.

The CCSSE Survey abbreviated results will be posted on the website and the link is noted below. Elaine will be taking the results to members to share and discuss.

*<http://foothill.edu/staff/irs/FHresearch/reqcomp2012-2013/09-2012-CCSSE.pdf>*

***ITEM 5: PRESIDENT'S DECISION ON B BUDGET AND ONETIME (MINER)***

See attachments for details.

Judy opened this item up for discussion. No comments or questions made.

**ACTION:** President's Decision on B Budget and Onetime was approved by consensus.

### ***ITEM 6: ACCREDITATION FOLLOW-UP VISIT (MINER)***

**DISCUSSION:** Judy will find out on October 5 what the agenda for the Follow-up Visit will entail via conference call with the Accreditation Chairperson. The follow-up dates are set for October 24 and October 25. The Board of Trustees accepted the draft follow-up report on October 1.

The Accreditation Team may want to meet with some of you on October 24 and/or October 25. Once the follow-up report is available, please let us know if there are any edits or changes before the Accreditation Team comes.

Judy thanked everyone for the amazing work they did during the Accreditation process. She thanked everyone for engaging in serious, hard work, with positive results.

### ***ITEM 7: QUESTIONS, CONCERNS, GRAPEVINE, ANNOUNCEMENTS (MINER)***

#### **DISCUSSION:**

ASFC students asked Amy to confirm email addresses after the meeting.

Victoria mentioned the fire alarm in the 8100 Building the day before. She said it was a real fire alarm. However, it was difficult to hear the actual alarm and the foot traffic came by too closely. A suggestion was made that Campus Police cordon off any affected areas in an effort to make people more aware and safer during real situations.

Erin mentioned Political Awareness day is coming up on October 10. She encouraged everyone to register and vote. The Rich Gordon Event on October 2 was a good event. He seemed to have enjoyed the relationship building with the students.

Dave De Villers (guest) inquired about Program Review and the schedule of events throughout the school year. He asked if the process accommodates deviation, such as layoffs, and impacts on departments.

Judy responded by saying it depends upon the content. For example, you cannot speed up the process regarding curriculum. Other topics may be more compelling/reportable to be out of cycle, cost benefit, and what best represents the institution. Dolores added that in the situation where the EMT director passed away a couple of years ago, they had to step outside of the timeframe for Program Review and Resource Allocation because it was an unplanned situation that needed handling immediately, not at a later time.

Victoria asked if fundraising donors are allowed to specify how or where their money is spent. Judy answered that they could.

***Meeting adjourned at 2:25 PM.***