



FOOTHILL COLLEGE
Planning and Resource Council (PaRC)
Wednesday, March 15, 2017
MEETING MINUTES

PURPOSE: Participatory Governance Leaders Meeting
LOCATION: Administration Building / Room 1901 / President’s Conference Room
TIME: 1:30 – 3:00 PM / First and Third Wednesdays

ITEM	TIME	TOPICS	LEADERS	EXPECTED OUTCOME
1	1:30-1:35	General Announcements & Reminders	PaRC Tri-Chairs	Information
2	1:35-1:45	President’s Report (Board, Chancellor’s Cabinet, President’s Cabinet)	Nguyen	Information
3	1:45-1:50	Approve Meeting Minutes – March 01, 2017	PaRC Tri-Chairs	Approval
4	1:50-1:55	Program Creation – AD-T Global Studies – <i>2nd Read</i>	Maurer, Evans	Approval
5	1:55-2:00	Program Creation – AD-T Social Justice Studies: General – <i>2nd Read</i>	Fox	Approval
6	2:00-2:05	Program Creation – AD-T Social Justice Studies: Emphasis on Gender & Sexuality – <i>2nd Read</i>	Fox	Approval
7	2:05-2:10	Program Creation – AD-T Social Justice Studies: Emphasis on Race & Ethnicity – <i>2nd Read</i>	Fox	Approval
8	2:10-2:20	Faculty Out-Of-Cycle Request – Library – <i>1st Read</i>	Agyare	Information
9	2:20-2:30	Sustainability Report – <i>2nd Read</i> <i>Update</i>	Davis-Visas	Approval Information
		Facilities Master Plan Update – <i>2nd Read</i> <i>Postponed Until June Meeting</i>		
10	2:30-2:40	Mission Statement Proposal – <i>1st Read</i>	LaManque, Hanstein	Information
11	2:40-3:00	Institutional Research – HS Enrollment Trends & ACCJC Annual Report	Ly	Information

MEMBERS PRESENT: Micaela Agyare, Veronica Bliss, Rachele Campbell, Courtney Cooper, Cleve Freeman, Carolyn Holcroft, Adrienne Hypolite, Debbie Lee, Thuy Nguyen, Erin Ortiz, Denise Perez, Lan Truong, Bret Watson, Teresa Zwack

EX-OFFICIO PRESENT: Lauren Balducci, Karen Erickson, Moaty Fayek, Andrea Hanstein, Justin Schultz, Nanette Solvason, Denise Swett

GUESTS: Brenda Davis-Visas, Lisa Ly, John Fox, Paul Szponar

(1) GENERAL ANNOUNCEMENTS & REMINDERS

A “Pant Suit Nation” discussion is scheduled for Thursday, March 16 in Appreciation Hall. Trustee Pearl Chang and her daughter will be serving on the panel. Due to construction in Lot 7 for the new FHDA district building, we no longer have use of approximately 30 parking spaces. An “Owl Scholars” workshop is scheduled for Thursday, March 16 from 12:00PM-1:00PM in Room 3203. Next week, an Intermediate Algebra “Study Jam” will be held on Wednesday, March 22 from 12:00PM-1:00PM in Room 4223. On Monday, March 20, the Sunnyvale Center will be handing out anti-stress packets for finals, which include information about Psychological Services and Health Services. The Transfer Achievement Celebration is scheduled for Wednesday, June 14 from 6:00PM-8:00PM in the Campus Dining Hall. Classified

Staff Annual Flex Day is scheduled for Friday, May 12. Academic Senate will be hosting a reception and dinner to honor adjunct faculty on Friday, May 19 from 5:30PM-7:30PM – help advertising the event is appreciated; speaker ideas and recommendations are also being accepted.

(2) PRESIDENT’S REPORT

Thuy Nguyen asked members of PaRC to congratulate Judy Baker, Samuel Connell, Anthony Cervantes, and Jose Nava for winning the John and Suanne Roueche Awards of Excellence at the 2017 League of Innovation Conference in San Francisco.

An invitation was extended to all members of PaRC to attend the enrollment management training session at the next Admin Council meeting on Thursday, April 13, from 1:30PM-5:00PM in Room 1901. Enrollment strategies and tools for enrollment management will be discussed - participants are invited to come with ideas of how certain enrollment strategies could be applied at Foothill.

Thuy reminded the group that the college is embarking on a conversation (as outlined in the Quality Focus Essay) regarding the existing participatory governance structure. If a workgroup and/or committee is interested in having her visit during a meeting (to see the flow, meet the members, view the agenda, etc...), please reach out directly to the Office of the President.

The EduNav contract was signed off by the Board of Trustees, with the Vice Chancellor of Technology, Joe Moreau, as the project manager. It was noted that De Anza College is part of this contract and the Board is happy to hear that this is a collaborative effort between the colleges.

(3) APPROVAL OF MINUTES (MARCH 01, 2017)

The minutes from the March 01 PaRC meeting were approved by consensus; no additions or revisions.

(4) PROGRAM CREATION – GLOBAL STUDIES AD-T (2nd READ)

Global Studies is an interdisciplinary program designed to increase knowledge and understanding of the processes of globalization and their impacts on societies, cultures, and environments around the world. The Global Studies program provides the student with knowledge of critical issues that affect their lives and community, as well as the affairs of other cultures, societies, and nations. An understanding of the world’s social, political, economic, and natural systems and their increasing interdependence, along with an appreciation of the diversity of human culture, will supply the student with a strong background for working in a global economy, for living in a multicultural society, and for making intelligent decisions as global citizens.

The Global Studies Associate Degree for Transfer (ADT) is designed to prepare students to transfer to local California State Universities (CSUs). Students who complete the ADT will be ensured preferential transfer status to local CSUs for Global Studies majors and majors in the following related disciplines: Global Politics, International Relations, International Studies, International Relations and Comparative Government. Other majors that may accept this degree include: African American Studies, Anthropology, Behavioral Science, Chinese, Communication Studies, Creative Arts, History, Humanities, Interdisciplinary Studies B.A. with Global Studies Concentration, Linguistics, Philosophy, Political Science, Psychology, Social Work, Social Sciences B.A. Concentration in International Studies, Sociology, Spanish. The ADT degree requirements will fulfill the lower division major requirements at many local CSUs. Students are advised, however, to meet with a counselor to assess the course requirements for specific local CSUs and to validate which CSUs are considered local.

Detailed Information: http://www.foothill.edu/president/parc/minutes/parc2016-17/03.01.17/Global_Studies_ADT.pdf

The program creation proposal for the Global Studies AD-T was approved by consensus.

(5, 6, 7) PROGRAM CREATION – SOCIAL JUSTICE AD-T (2nd READ)

Based on the information on the documents reviewed, most members of PaRC were unsure whether or not the Social Justice ADT was one (1) degree with three (3) separate emphases or three (3) individual ADT degrees. While emphases are often encouraged with interdisciplinary degrees, the majority preferred that everything be one (1) degree with three (3) separate emphases that the students can choose from. It is easier to explain to the student and involves less work for the faculty in the BSS division who have agreed to complete the program review for this degree. It was also noted that if the separate degree model is used, some students may fulfill the requirements for all three ADT degrees and need to be awarded all three for their efforts.

Bernie Day emphasized that at the end of the day, the students will transfer the same – the multiple emphases will not be a limiting factor for transfer. John Fox added that he initially viewed the proposal as one (1) overarching ADT with the choice of emphases (e.g. general, race and ethnicity, sexuality and gender). While there is choice, all students will have some exposure to all three areas due to the overlapping core coursework.

Detailed Information: http://www.foothill.edu/president/parc/minutes/parc2016-17/03.01.17/Social_Justice_Studies_ADT.pdf

Due to the clarification needed, it was decided to push approval for the Social Justice ADT to April 19 (3rd Read for Approval). John Fox will work on a revised program creation proposal document that will clearly emphasize that this is one (1) degree with three (3) emphases to choose from.

(8) FACULTY OUT-OF-CYCLE REQUEST – LIBRARY (1st READ)

Kay Jones, the Technical Services Librarian, announced this fall that she plans to retire at the end of the academic year, and the Library is making an out-of-cycle hiring request to fill this position by Fall 2017. The request is based on: (a) the unique skill set of the Technical Services Librarian, (b) the particular role of the Technical Services Librarian in making library materials accessible, (c) increasing use of the Library, and (d) the contribution of the Library to the college's mission.

The full 'Statement of Need' can be found here: http://www.foothill.edu/president/parc/minutes/parc2016-17/03.15.17/LIBR_OutofCycle.docx

The out-of-cycle faculty hiring request addresses the following criteria: (a) sole full-time faculty member, (b) enrollment trends, (c) student impact and effect on ability to graduate, (d) programmatic considerations, and (e) relationship to institutional priorities.

It was emphasized that the position has also worked on accreditation, specifically support for Veterinary Technology and Radiologic Technology.

Debbie Lee expressed concern that the college already allocated 14 full-time faculty positions ... this would be an additional position that did not go back into the pool for consideration and prioritization. She noted that we should not consider such requests in isolation with looking at the context of what other departments/divisions might need and what might be a more necessary position, particularly in light of our current financial situation. She noted that might lose perspective or the big picture.

Carolyn Holcroft noted that PaRC (and the college) has struggled with these requests in the past few years. This year we are trying something new by asking the administrators to work together while prioritizing their division's requests to come up with a unified ranking list. This would then be given a Y/N by PaRC for the President to consider. Individual ranking by members of PaRC has been removed from the standard process.

There was also confusion as to whether or not this should be considered an 'out-of-cycle' request or an 'emergency' request. **Due to the specialization of the position, continued discussion is needed as to whether or not the request meets the criteria for 'emergency' or 'out-of-cycle'.** Debbie suggested that IP&B re-assess the criteria for such a distinction, as other departments do not specialize and could not use that as a justification for their request – where as the Library and a few others departments may have individualized job descriptions.

(9) SUSTAINABILITY REPORT

Information Only – Full Report can be found here: <http://www.foothill.edu/president/parc/minutes/parc2016-17/03.01.17/Annual-Sustainability-Mgmt-Report.pdf>

(10) MISSION STATEMENT REVISION

Andrea Hanstein and Andrew LaManque presented the following revision to the Foothill College Mission Statement:

Believing a well-educated population is essential to sustaining and enhancing a democratic society, Foothill College offers programs and services that empower students to achieve their goals as members of the workforce, as future students and as global citizens. We work to obtain equity in achievement of student outcomes for all California student populations, and are guided by our core values of honesty, integrity, trust, openness, transparency, forgiveness, and sustainability. **Foothill College offers both associate and bachelor degrees, as well as certificates.**

PaRC brainstorm a few ideas and decided upon the following revision:

Believing a well-educated population is essential to sustaining and enhancing a democratic society, Foothill College offers programs and services that empower

students to achieve their goals as members of the workforce, as future students and as global citizens. We work to obtain equity in achievement of student outcomes for all California student populations, and are guided by our core values of honesty, integrity, trust, openness, transparency, forgiveness, and sustainability. Foothill College offers associate degrees and certificates in multiple disciplines, and a baccalaureate degree in dental hygiene.

This revision will go to the April 19 PaRC meeting for 2nd Read and then to the Board of Trustees for approval at the May 01 regular meeting.

(11) INSTITUTIONAL SET STANDARDS & ACCJC ANNUAL REPORT

Lisa Ly presented on the new institutional set standards as generated and report for the 2017 ACCJC Annual Report. It was emphasized that this is ‘information-only’ and does not need a 1st/2nd read for approval due to carry-over of last year’s methodology.

The full presentation can be found here: <http://www.foothill.edu/president/parc/minutes/parc2016-17/03.15.17/2017-ACCJC-Annual-Report-Standards.pdf>

Student Course Completion: *New Standard = 58%, Last Year = 57%*

Student Course Completion – Dental Hygiene B.S. Degree: *New Standard = 74%, Last Year = N/A*

Degree Completion: *New Standard = 589, Last Year = 495 (19% Increase)*

Certificate Completion: *New Standard = 400, Last Year = 392 (2% Increase)*

Transfer to 4-Year Institution: *New Standard = 873, Last Year = 849 (3% Increase)*

Licensure Exam Pass Rate: *Please Refer to Presentation*

Job Placement Rate: *Please Refer to Presentation*