



**FOOTHILL COLLEGE**  
**Planning and Resource Council (PaRC)**  
**Wednesday, February 01, 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 – January 18, 2017	PaRC Tri-Chairs	Approval
4	1:50-2:00	District Strategic Plan – <i>2<sup>nd</sup> Read</i>	Nguyen, Ulate	Approval
5	2:00-2:15	<b>S.H.E.A.</b> <ul style="list-style-type: none"><li>▪ Enrollment: Overall Update (<i>LaManque</i>)</li><li>▪ Enrollment: Sunnyvale Center (<i>Fayek &amp; Girardelli</i>)</li><li>▪ Budget &amp; Town Halls (<i>Nguyen</i>)</li><li>▪ Outreach (<i>Hanstein</i>)</li></ul>	Various (See Topics)	Information
6	2:15-2:30	<b>S.H.E.A.</b> <ul style="list-style-type: none"><li>▪ Hispanic-Serving Institution Update</li></ul>	LaManque	Information
7	2:30-2:45	<b>S.H.E.A.</b> <ul style="list-style-type: none"><li>▪ Equity Updates</li></ul>	Kuo	Information
8	2:45-3:00	<b>S.H.E.A.</b> <ul style="list-style-type: none"><li>▪ Accreditation Self-Study &amp; Progress Update</li></ul>	LaManque, Holcroft, Hanstein, Ortiz	Information

**MEMBERS PRESENT:** Micaela Agyare, Samah Shaiq, Rachelle Campbell, Cleve Freeman, Dawn Girardelli, Carolyn Holcroft, Adrienne Hypolite, Debbie Lee, Maureen McCarthy, Erin Ortiz, Denise Perez, Ramiel Petros, Lori Silverman, Lan Truong, Bret Watson, Donna Wolf, Teresa Zwack, Thuy Nguyen

**EX-OFFICIO PRESENT:** Lauren Balducci, Karen Erickson, Moaty Fayek, Justin Schultz, Thom Shepard

**GUESTS PRESENT:** Lisa Ly, Angel Tzeng, Kelaiah Harris

### **(1) GENERAL ANNOUNCEMENTS & REMINDERS**

Samah Shaiq will be replacing Sonia Beckstrom as one of the ASFC representatives on PaRC. ASFC encouraged students, faculty and staff to attend their 'BANNED 7' panel on Thursday, February 02 from 12:00PM-1:00PM in Appreciation Hall. Cleven Freeman announced that the Transfer Center is hosting a bus trip to UC Davis for historically under-represented students ... if you know of any students who fit that demographic, please encourage them to reach out to the Transfer Center for more information.

### **(2) PRESIDENT'S REPORT**

Thuy Nguyen announced that there will be a Board of Trustees study session from 2:00pm-5:00pm on Monday, February 06, 2017. Members of President's Cabinet have been invited to attend. Topics such as enrollment and the budget will be discussed.

It was announced that Vinita Bali, Dean of International Student Programs, is resigning as of June 30, 2017. Until then, she is working in a re-assignment role on a variety of special projects. The Dean position; however, will be vacated. Moving forward, the College is going to need to think strategically how to best fit that Dean position into the College structure, with consideration of a possible title change for better recognition at the international level.

The Workforce Workgroup previously presented their voted funding allocations at PaRC, but due to the January 31, 2017 deadline, there was a rush to get all the necessary documents completed and submitted. Thuy Nguyen has requested that the allocations be brought back to the next PaRC meeting for additional discussion, particularly around requests that did not initially get funded, but might warrant funding once the new allocation arrives on July 01, 2017.

A Service Leadership planning session is scheduled for Friday, February 03, 2017 in the Hearthside Lounge from 8:30AM-1:00PM; breakfast and lunch will be served. This will be a brainstorming / think thank meeting about the College and its current (and possible) efforts with service leadership. ASFC is excited about this prospect and working to encourage a number of students to attend.

### **(3) APPROVE MEETING MINUTES**

The minutes from the January 18, 2017 PaRC meeting were approved by consensus; no revisions.

### **(4) DISTRICT STRATEGIC PLAN – 2<sup>nd</sup> READ**

David Ulate provided an update (via email) that the District Strategic Plan already went to the Chancellor's Advisory Council and received approval – it is now scheduled to go to the Board of Trustees at the February 06, 2017 regular meeting and study session. Approval by PaRC is considered 'informal' at this stage, but will still be documented.

It was noted that the comments from Foothill and De Anza were taken into account when revising the Strategic Plan. It was also emphasized that there were a number of items that did not need to be included in the District plan and were more specific to each of the Colleges.

The following were items mentioned as still needing additional clarification or discussion:

- Student success is viewed through an equity lens – the District and Colleges need to be on the same page regarding equity.
- Alignment of the student experience and admissions (not addressed in the District plan)
- Foothill has different ENGL, ESL and MATH curriculum than De Anza; there are lots of hoops for students to jump through to figure out where they fit in the various sequences offered by the Colleges – it was clarified that curriculum alignment is an Academic Senate issue ...
- The District is very college-focused, but this has led to less uniformity than other 'district-heavy' districts – is there a way to still be college-focused but better coordinated?

#### **(5) S. H. E. A. – SUNNYVALE & ENROLLMENT GROWTH**

Objective: *To increase Foothill College's total FTES enrollment by more than 1.5% (approximately 200 FTES) from AY 2015-16 while staying within productivity requirements.*

Thuy Nguyen noted that the College was down 75 FTES in Summer 2016 (compared to last summer); due to loss of Early Summer and non-mandatory CNSL 5; it was also noted that Middlefield did not offer its normal summer schedule due to the transition to the Sunnyvale Center.

As of Fall 2016, the College was initially down 75 FTES, but with positive attendance and some concerted efforts with late start classes, we were able to make some of this loss up – overall, down 51 FTES. It was also noted that the Sunnyvale Center is showing greater numbers than Middlefield (for FTES).

For Winter 2017, the College is up 1.0%, but we still have positive attendance and late start classes to factor in. De Anza is currently down 4.1%, so it is unclear how the District as a whole will end up.

Lan Truong noted that the 'continuing student' group is the only one down in enrollment (-2% headcount, -41 FTES). There is discussion around why the students are not continuing term to term (holds, better economy, students don't know where to go, etc.). There is an 80% persistence rate from Fall 2016 to Winter 2017 (79% and 78% in the previous two years, same timeframe). It was also emphasized that the longer a student is enrolled, the more prescriptive the courses/schedule becomes – here is less and less flexibility. Several Deans noted that when a class is closed, they email the students with other options to consider, rather than leave them to do the research completely on their own.

Thuy Nguyen noted that the College might not realistically reach the goal of 1.5% increase above last year, as this goal was made before receiving news of the elimination of Early Summer.

A few considerations or focus areas were mentioned related to enrollment, as the discussion continues:

- More targeted outreach; better serving our District service area.
- More targeted high school outreach; complete assessment services on-site (Ed Plans, assessment, etc.).
- Are we looking to boost first time enrollment to off-set the drop in continuing students?
- Shouldn't we be capitalizing on the returning students (costs more money to bring new students than keep existing ones)?
- Open House for students/families to attend before they apply ... it was emphasized that events like this can be arranged, but there needs to be participation and buy-in from both instructional divisions and student services departments.
- An analysis of how much should the College be online? Do we make a concerted effort to really make it grow?

#### **(6) S. H. E. A. – HISPANIC SERVING INSTITUTION**

Objective: *Increase percentage of Latino students, from 22.3% currently to 25% by June 30, 2017, in order to better position Foothill for possible designation as an H.S.I.*

Thuy Nguyen reported that the Latino student population has increased by 6% but she would need to check regarding the overall 25% needed to be considered for designation as a Hispanic Serving Institution (H.S.I.).

#### **(7) S. H. E. A. – EQUITY**

Objective: *Implementation of the Student Equity Plan & assessment of implementation efforts.*

Kelaiah Harris provided a quick overview of the implementation and assessment efforts around Student Equity.

IMPLEMENTATION- The Student Equity Plan references three main initiatives: professional development, early alert, mentoring.

- Professional Development: Some examples of the opportunities made available to the campus include bias training (Kimberly Papillion) and Beyond Diversity II training. Note that the plan included the hiring of a professional development position, which still needs to be filled.
- Early Alert: Rebranded as Owl Scholars, focusing and streamlining the instructor referred process; Starfish is coming online
- Mentoring: Beginning efforts with the learning communities, as well as a broader discussion with the Student Success Collaborative

ASSESSMENT - The State is asking for one plan, instead of three (Student Equity Plan, 3SP Plan, and Basic Skills Initiative). Note that the State template is forthcoming and is expected to be submitted in the fall. The Student Success Collaborative has been meeting monthly to work on the alignment and to bring more focus to how to better serve students during their time here. As we work on the plan, we will continue to discuss what support staffing is needed (as part of the Student Success Retention Team) and whether the job description of the existing positions being funded with equity dollars may need to be revisited.

### **(8) S. H. E. A. – ACCREDITATION**

Objective: *Board of Trustees approval of Self Study report by June 2017*

Thuy Nguyen announced that two topics have been selected for Foothill's Quality Focus Essay (QFE):

- Create a new college participatory governance system that actively involves a majority of college employees and is recognized by learning and dialogue about how to achieve college goals.
- Develop more clearly defined educational pathways, resulting in reduced time for students to complete their goals.

Andrew LaManque is currently drafting some outline ideas for both QFE topics – these will go out to the accreditation standards committees for revision before a more finalized draft is presented to the larger College community.