



FOOTHILL COLLEGE
Planning and Resource Council (PaRC)
Wednesday, May 03, 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	TOPIC	LEADERS	OUTCOME
1	1:30 – 1:32	General Announcements & Reminders	PaRC Tri-Chairs	
2	1:32 – 1:37	President's Report (<i>Board, Chancellor's Cabinet, President's Cabinet</i>)	Nguyen	
3	1:37 – 1:38	Approval of Minutes – April 17, 2017	PaRC Tri-Chairs	Approval
4	1:38 – 1:39	District Assessment Re-Test Policy	Holcroft, LaManque	
5	1:39 – 1:40	Proposed PaRC Time Change	Nguyen, LaManque	
6	1:40 – 2:00	Institutional Self-Evaluation Report – <i>1st Read</i>	LaManque, Starer, Hanstein, Holcroft, Ortiz	
7	2:00 – 2:15	Accreditation Quality Focus Essay (QFE) – <i>1st Read</i>	LaManque, Starer, Hanstein, Holcroft, Ortiz	
8	2:15 – 2:30	2017-2018 Strategic Objectives – Draft	Nguyen	
9	2:30 – 2:35	Updated Planning Calendar & Governance Graphics – <i>1st Read</i>	Kuo	
10	2:35 – 2:50	Program Review Committee (PRC) – Overview Presentation	PRC Tri-Chairs	
11	2:50 – 3:00	Operations & Planning Committee (OPC) – Overview Presentation	OPC Tri-Chairs	

MEMBERS PRESENT: Micaela Agyare, Veronica Bliss, Cleve Freeman, Dawn Girardelli, Carolyn Holcroft, Debbie Lee, Thuy Nguyen, Anthony Cervantes, Denise Perez, Ramiel Petros, Samah Shaiq, Paul Starer, Bret Watson, Donna Wolf

EX-OFFICIO PRESENT: Laureen Balducci, Andrea Hanstein, Elaine Kuo, Andrew LaManque

GUESTS: Mike Mohebbi

1. GENERAL ANNOUNCEMENTS & REMINDERS

Ramiel Petros thanked the Marketing Department and Bradley Creamer for their help with the ASFC elections that close tomorrow; there were 357 voters last year and over 1,200 this year (with one day still remaining). There was over 10% participation rate for Foothill students ... the community college average is approximately 5%. Ramiel also announced that last week ASFC voted to oppose Assembly Bill 387 regarding minimum wage increases for health professionals, which also affects interns. This is because many hospitals have said they will not hire interns at the new minimum wage rate so those opportunities will be lost for students in the allied health programs. ASFC also voted to oppose a fee increase of \$1.00 for the VTA EcoPass

Program. Thuy Nguyen thanked Ramiel and the ASFC leadership team for their Board of Trustees presentation earlier this week (5 students presented on different aspects of the ASFC budget).

Anthony Cervantes reminded everyone of the classified staff professional development day next Friday at De Anza. Carolyn Holcroft reminded everyone of the FA celebration on May 19 from 5:30PM – 7:30PM to honor adjunct faculty. Dawn Girardelli announced a May 17 event for CTE pathway high school students to learn about CTE and Workforce programs available at Sunnyvale Center.

2. PRESIDENT’S REPORT

Thuy Nguyen noted enrollment was down in Spring quarter by 2.8%. This could partially be due to some students waiting for 2nd spring enrollment. Marketing has stepped up their efforts in newspaper, online, and other advertising avenues.

3. APPROVAL OF MINUTES – APRIL 17, 2017

The meeting minutes from the April 27, 2017 were approved by consensus.

4. DISTRICT ASSESSMENT RE-TEST POLICY

Andrew LaManque presented the revised Placement Testing Retest Policy. Foothill changed the campus retest policy two years ago to allow for 1 retest within 6 months, for example English or math placement, to give students opportunities for a 1-time redo.

Statistical data showed 5-6% of English and math takers retested, for ESL students the rate was closer to 10-15%. The District formed a task force to address placement retest policy with the goal of having common placement tests at both campuses. This meant re-test policies between campuses needed to be aligned. After a year of discussions with stakeholders from each campus, the new policies will go into effect next Fall for Winter placement tests. Retests are allowed “within the district” meaning students will get 1 retry within 6 months at either campus. The content of the test is the same at each campus.

Debbie Lee raised a question regarding exceptions on the Bridge program. Cleve Freeman raised a question regarding students who withdraw from courses.

5. PROPOSED PaRC TIME CHANGE

Thuy Nguyen led discussion regarding proposed time change to PaRC meetings for the upcoming 2017-2018 academic year. This issue was raised because there may be a time conflict for the incoming Vice President of Instruction (VPI) between PaRC meetings and scheduled FA negotiations.

Andrew LaManque suggested meetings be on the same day but later in afternoon from 3:00PM – 4:30PM or 3:30PM – 5:00PM. Committee members provided feedback regarding possible loss of faculty and student participation. Ramiel Petros suggested changing the meeting day but that affects other committees and faculty as well due to class schedules. Elaine Kuo suggested, and it was generally agreed, that it would be better to make any change starting at the beginning of academic/fiscal year rather than half-way through because of logistics and year long schedules needing to be coordinated so far ahead of time.

VPI participation in the shared governance process is essential and will also likely be an essential part of FA negotiations. It is very important that the incoming VPI become familiar with the FA contract. Thuy Nguyen suggested that a survey be sent out soon for feedback on this year’s governance process; it will include feedback regarding scheduling.

6. ACCREDITATION TOWN HALLS

Paul Starer presented the Accreditation Town Hall PowerPoint presentation:

<http://www.foothill.edu/president/parc/minutes/parc2016-17/05.03.17/TownHallPresentation.pptx>

7. INSTITUTIONAL SELF-EVALUATION REPORT – 1st Read

Andrew LaManque presented the Institutional Self-Evaluation Report draft for 1st Read:

<https://foothill.edu/accreditation/pdf/SelfStudyApr29v5.pdf>

8. ACCREDITATION QUALITY FOCUS ESSAY (QFE) – 1st Read

Andrew LaManque presented the Accreditation Quality Focus Essay (QFE) draft for 1st Read:

<https://foothill.edu/accreditation/pdf/QFEIdeasv8.pdf>

9. 2017-2018 STRATEGIC OBJECTIVES

Thuy Nguyen reviewed the annual college Strategic Objectives for the current year, 2016-2017, and also suggested changes for next year, 2017-2018.

Service Leadership:

Plan and implement college-wide Service Leadership

Enrollment Growth:

More than 1.8% to 4.3% FTES growth (resident?) at 500 productivity (+/- 30), with attention to integrating equity efforts related to enrollment, CTE, Sunnyvale Center, and educational pathways.

Equity Plan:

Develop an integrated plan, identify goals for alignment with equity, student success, and basic skills. First time students placed in basic skills. *[emphasis on integrating efforts with enrollment (access, retention, and persistence)]*

Governance:

Plan and implement a review and restructure of governance as identified in Qualify Focused Essay (QFE)

The committee will further discuss the 2017-2018 version during next PaRC meeting on May 17. Thuy is planning for a shared governance retreat in July to finalize strategic objectives in order to have them ready by Fall quarter Opening Day 2017. Ramiel Petros suggested that the objectives should include reducing time to complete transfer and associate degrees. Thuy said that is part of the new EduNav program but will include specific terminology in the objectives to reflect commitment to reducing transfer and associate degree completion time. Carolyn Holcroft suggested the objectives also include incentivizing faculty participation in shared governance.

10. UPDATED PLANNING CALENDAR, EQUITY & GOVERNANCE GRAPHICS – 1st Read

Elaine Kuo presented graphics that will be incorporated with accreditation and participatory governance process. The revised graphical information better illustrates the process and purpose of shared governance. New graphics combine previous versions to include all aspects of shared governance and work as standalone documents to show process and relationships between different governance groups. The planning calendar is another informational graphic that is part of shared governance because it is updated yearly; Elaine and Valerie Diaz De Arce are working to standardize the calendar so it can be kept up-to-date more easily. Also presented the equity graphic to illustrate how equity component of the governance process.

11. PROGRAM REVIEW COMMITTEE (PRC) - OVERVIEW

Paul Starer gave PRC presentation:

<http://www.foothill.edu/president/parc/minutes/parc2016-17/05.03.17/PRC-PaRCPresentation.pptx>

12. OPERATIONS & PLANNING COMMITTEE (OPC) - OVERVIEW

Bret Watson gave OPC presentation:

<http://www.foothill.edu/president/parc/minutes/parc2016-17/05.03.17/OPC-PaRC-Presentation.pptm>