



**FOOTHILL COLLEGE**  
**Planning and Resource Council (PaRC)**  
**Wednesday, June 07, 2017**  
**MEETING MINUTES**

**PURPOSE:** Participatory Governance Leaders Meeting  
**LOCATION:** Administration Building / Room 1901 / President's Conference Room  
**TIME:** 1:30 PM – 3:15 PM / First and Third Wednesdays

ITEM	TIME	TOPICS	LEADERS	OUTCOME
1	1:30 – 1:35	General Announcements & Reminders	PaRC Tri-Chairs	
2	1:35 – 1:40	President's Report ( <i>Board, Chancellor's Cabinet, President's Cabinet</i> )	Nguyen	
3	1:40 – 1:45	Approve Meeting Minutes – May 17, 2017	PaRC Tri-Chairs	Approval
4	1:45 – 1:55	Program Review Committee (PRC) – Comprehensive Feedback – <i>2<sup>nd</sup> Read</i>	PRC Tri-Chairs	Approval
5	1:55 – 2:00	Program Review Committee (PRC) – General Observations – <i>2<sup>nd</sup> Read</i>	PRC Tri-Chairs	Approval
6	2:00 – 2:05	Program Creation Proposal – NCBS Math Bridge – <i>2<sup>nd</sup> Read</i>	Reed, Lee, LaManque	Approval
7	2:05 – 2:10	Program Creation Proposal – Landscape Technician Certificate – <i>1<sup>st</sup> Read</i>	Sauter	
8	2:10 – 2:40	Operations Planning Committee (OPC) – Resource Prioritizations – <i>1<sup>st</sup> Read</i>	OPC Tri-Chairs	
9	2:40 – 2:45	Agenda for Integrated Planning & Budget (IP&B) – Summer 2017 – <i>1<sup>st</sup> Read</i>	PaRC Tri-Chairs, LaManque	
10	2:45 – 2:50	May Revise – Budget Update	Watson	
11	2:50 – 3:10	Student Success Scorecard – Report Out	Ly	
12	3:00 – 3:05	Distance Education Plan 2017-2020	LaManque	
13	3:05 – 3:15	FMP Update – <i>1<sup>st</sup> Read</i>	LaManque	

**STAFF/FACULTY PRESENT:** Micaela Agyare, Rachelle Campbell, Carolyn Holcroft, Adrienne Hypolite, Debbie Lee, Thuy Nguyen, Erin Ortiz, Denise Perez, Ramiel Petros, Bret Watson, Donna Wolf, Laureen Balducci, Karen Erickson, Moaty Fayek, Nazy Galoyen, Andrew LaManque, Lisa Ly, Thom Shepard, Nanette Solvason, Denise Swett

**GUESTS:** Mike Mohebbi, David Sauter, Kelaiah Harris

### **(1) GENERAL ANNOUNCEMENTS**

Erin Ortiz– new staff orientation save the date mon July 31, schedule and details upcoming next Monday; president elect winner Anthony Cervantes; kamara tramble treasurer; admin of the year Judy Baker; classified staff member of year Katherine fortune  
Dawn Girardelli announcement – thank you celebration for Moaty at SV, July 6 1230-2, open house  
Thuy Nguyen announcement – save the date for end of year June 26 3-430

### **(2) PRESIDENT’S REPORT (*Board, Chancellor’s Cabinet, President’s Cabinet*)**

Thuy Nguyen - Identify dates for governance retreat 9/14 potential meeting place SV center, 8-2 or 3  
Chancellor’s cabinet, reorganization of college researcher position, health services \$1 increase: planned parenthood leaving at end of contract, RFP for outside health provider (potentially Stanford, Kaiser, etc), modeled after Chabot-Las Positas

### **(3) APPROVAL OF MEETING MINUTES**

(still draft)

### **(4) PROGRAM CREATION PROPOSAL – COMP**

4. Carolyn Holcroft - program review was discussed at faculty assoc meeting this past Monday, positive comments regarding participation, more instances of many authors writing sections vs only one or two writing sections, concerns regarding PRC only reviewing comprehensive reviews  
Andrew LaManque – there has been discussion regarding PRC reviewing comprehensive only, feedback is mainly from the dean on annuals, programs are concerned that they only get PRC feedback every three years, issue has come up before but PRC does not have resources to review every annual review  
Nanette Solvason – suggest to allow programs with third party accreditation to be exempt from comprehensive PR during those years  
Carolyn Holcroft – possible suggestion is to have program directors identify where there are overlaps between accreditation studies and PR, possibly allowing PR to use part of their accreditation reports to avoid redundant work for programs  
Andrew LaManque – presents PRC gen observations  
Carolyn Holcroft – looking for equity feedback in PR comments, some had others didn’t, wants to encourage feedback that gives actionable items rather than just saying to continue discussing equity  
Thuy Nguyen - can we revise PR recommendations to include discussion vs implementation  
Andrew LaManque – can consider adding that to the next PR cycle  
Ramiel Petros – is there issue with grading different programs on the same rubric (ex: English department vs transfer center) does having these general rubrics cause some yellow or red flags to get lost in the overall grading  
Debbie Lee – departments do address their shortcomings in yellow/red categories but those don’t always get addressed in their overall green/yellow/red grades  
Carolyn Holcroft – getting a red grade for PR means this program needs attention and resources so it’s important to recognize the needs of the program

### **(5) PRC GEN OBS**

### **(6) NCBS-MATH**

Debbie Lee – presents, NCBS non credit certificate program proposal. Program goals and objectives revised based on feedback. want to give students alternatives to fulfilling math requirements.

**(7) MISSION STATEMENT PROPOSAL- LANDSCAPE TECH**

Dave Sauter – presents program creation proposal for landscape tech cert, use existing curriculum to craft a certificate pathway for students to get certification, minorities historically interested in this pathway now have higher certification program to prep them for careers in landscape maintenance, create new opportunities for short certification program

Nanette Solvason – dual enrollment with A&R

Nazy Galoyan – A&R will support with staff to assist with fin aid and high school student enrollment

**(8) OPC**

Bret Watson – presents OPC resource request summary document. Resource requests all included requests that could fall under alternative categories, measure c, grant/categorical, lottery, equity, etc. requests graded based on rubric that is approved for the year by shared governance. Training and education for deans and faculty to know what resources they have available.

**(9) INSTITUTIONAL SET STANDARDS & EDUCATIONAL MASTER PLAN UPDATES**

IP&B agenda draft items

Andrew LaManque – typically IP&B agenda is set after governance survey so may consider postponing finalizing agenda until then. Presents possible IPB agenda items.

Thuy Nguyen – suggest including review of governance handbook, update and revise.

Debbie Lee – request to include faculty review rubric

Rachelle Campbell – suggest to review point and purpose to ensure effectiveness of data

**(10) MAY GOV REVISE**

Bret Watson presents may revise budget 17.18

Thuy Nguyen – suggests to review presentation from Raquel Puentes (district)

**(11) STUDENT SUCCESS**

Skip

**(12) DIST ED**

Skip

**(13) FMP UPDATE**

Andrew LaManque presents FMP update presentation

Rachelle Campbell – clarifies that part of program was removed due to only initial phase and needs to have enrollment to support moving program

Dawn Girardelli – remove public/private language, replace with “in a manner consistent with FH mission statement”

Andrew LaManque – will look at alternative language to broaden the scope of future partnership possibilities