

**PLANNING & RESOURCE COUNCIL (PaRC)**  
 2016-2017 ANNUAL PLANNING CALENDAR  
 2016-2017 CYCLE SUMMARY

CYCLE COMPONENT	FALL TERM	WINTER TERM	SPRING TERM
<b>Accreditation (ACCJC)</b>	Draft Self Study (4 Standards) Draft Quality Focus Essay (QFE)	Submit Annual Report to ACCJC Solicit Self Study Feedback	Finalize Self Study & Quality Focus Essay Prepare for PaRC and Board of Trustees Approval
<b>Core Mission Workgroups</b>	Present Workgroup Reflections from 2015-2016 Present Workgroup Objectives for 2016-2017	Present Budget Updates & Resource Allocations	Present Updates on Active & Planned Initiatives
<b>Instructional Departments &amp; Student Services Departments</b>	Complete PL-SLO & SA-SLO Reflections Complete Program Review & Submit Resource Requests		
<b>Administrative Units</b>		Complete AU-SLO Reflections Complete Program Review & Submit Resource Requests	
<b>Educational Master Plan &amp; Strategic Plan</b>	Draft Strategic Plan	Review Strategic Plan	Finalize Strategic Plan
<b>Governance Handbook</b>			Begin Revision Discussion Collect Feedback from Accreditation Self Study
<b>Course-Level Student Learning Outcomes Assessment Cycle</b>	Pending 2015-2016 Reflections Due Week 3	Fall Term 2016 Reflections Due Week 3	Winter Term 2017 Reflections Due Week 3
<b>FTEF Allocations for Classified Staff &amp; Faculty</b>	Approve FTEF Prioritizations for 2016-2017 Submit FTEF Prioritizations for 2016-2017 to President		
<b>Resource Prioritizations</b>	OPC: Review Resource Prioritization Rubric Workforce: Review Perkins Criteria	Workforce: Present Perkins Recommendations	OPC: Present Resource Prioritization Recommendations
<b>Program Review Committee</b>	Meet with Departments Completing Program Review Present Comprehensive Evaluation Rubric	Review & Evaluate Comprehensive Program Reviews	Present Program Review Recommendations Present Campus-Wide Observations & Recommendations

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OCTOBER 05, 2016	OCTOBER 19, 2016
<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>▪ Welcome Back &amp; PaRC Introduction (Confirm PaRC Members)</li> <li>▪ IP&amp;B Taskforce Recommendations – 1<sup>st</sup> Read</li> <li>▪ Program Creation Proposals – 1<sup>st</sup> Read</li> <li>▪ FTEF Prioritization for 2016-2017 – 1<sup>st</sup> Read</li> <li>▪ Core Mission Workgroup Objectives Template for 2016-2017 – 1<sup>st</sup> Read</li> </ul>	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>▪ Program Review Annual &amp; Comprehensive Templates – 1<sup>st</sup> Read</li> </ul>
<p><b>Reports &amp; Discussion</b></p> <ul style="list-style-type: none"> <li>▪ Basic Skills Workgroup Reflections from 2015-2016</li> <li>▪ Student Equity Workgroup Reflections from 2015-2016</li> <li>▪ Workforce Workgroup Reflections from 2015-2016</li> <li>▪ Transfer Workgroup Reflections from 2015-2016</li> <li>▪ Operations Planning Committee (OPC) Reflections from 2015-2016</li> <li>▪ Workforce &amp; Grants Expenditures Update</li> <li>▪ Program Review Committee Update (Membership &amp; Timeline)</li> <li>▪ Accreditation (Self-Study) Update</li> <li>▪ Facilities Master Plan (FMP) Update</li> <li>▪ Review of Educational Master Plan (EMP) and Strategic Plan</li> </ul>	<p><b>Reports &amp; Discussion</b></p> <ul style="list-style-type: none"> <li>▪ Professional Development Committee Update</li> <li>▪ Enrollment Priorities Update (District)</li> <li>▪ Core Mission Workgroup Objectives Template for 2016-2017</li> <li>▪ Associated Students of Foothill College (ASFC) Update</li> <li>▪ Enrollment Report Update</li> </ul>
<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>▪ Approve June 15 Minutes</li> <li>▪ Approval PaRC Annual Planning Calendar for 2016-2017</li> </ul>	<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>▪ Approve October 05 Minutes</li> <li>▪ IP&amp;B Taskforce Recommendations – 2<sup>nd</sup> Read</li> <li>▪ Program Creation Proposals – 2<sup>nd</sup> Read</li> <li>▪ FTEF Prioritization for 2016-2017 – 2<sup>nd</sup> Read</li> <li>▪ Core Mission Workgroup Objectives Template for 2016-2017 – 2<sup>nd</sup> Read</li> </ul>
<p><b>Notes &amp; Reminders</b></p> <ul style="list-style-type: none"> <li>▪ Pending 2015-2016 SLO Reflections Due October 14</li> </ul>	<p><b>Notes &amp; Reminders</b></p>

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NOVEMBER 02, 2016	NOVEMBER 16, 2016
<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>▪ Program Review Committee Comprehensive Evaluation Rubric – 1<sup>st</sup> Read</li> </ul>	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>▪ Operations Planning Committee (OPC) Prioritization Rubric – 1<sup>st</sup> Read</li> <li>▪ Workforce Workgroup Perkins Rubric – 1<sup>st</sup> Read</li> </ul>
<p><b>Reports &amp; Discussion</b></p> <ul style="list-style-type: none"> <li>▪ Basic Skills Workgroup Objectives for 2016-2017</li> <li>▪ Student Equity Workgroup Objectives for 2016-2017</li> <li>▪ Workforce Workgroup Objectives for 2016-2017</li> <li>▪ Transfer Workgroup Objectives for 2016-2017</li> <li>▪ SSSP Advisory Council Objectives for 2016-2017</li> <li>▪ Operations Planning Committee (OPC) Objectives for 2016-2017</li> </ul>	<p><b>Reports &amp; Discussion</b></p> <ul style="list-style-type: none"> <li>▪ Marketing, Public Relations &amp; Outreach Updates</li> <li>▪ Foothill Online Learning &amp; C.O.O.L. Updates</li> <li>▪ Student Success &amp; Retention Team (Equity Initiatives) Updates</li> <li>▪ Student Success Scorecard Report Out</li> </ul>
<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>▪ Approve October 19 Minutes</li> <li>▪ Program Review Annual &amp; Comprehensive Templates – 2<sup>nd</sup> Read</li> </ul>	<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>▪ Approve November 02 Minutes</li> <li>▪ Program Review Committee Comprehensive Evaluation Rubric – 2<sup>nd</sup> Read</li> </ul>
<p><b>Notes &amp; Reminders</b></p>	<p><b>Notes &amp; Reminders</b></p> <ul style="list-style-type: none"> <li>▪ Instructional Program Reviews Due to Dean/Director on December 09</li> <li>▪ Student Services Program Review Due to Dean/Director on December 09</li> </ul>

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DECEMBER 07, 2016	DECEMBER 21, 2016
<b>New Business</b>	<b>New Business</b>
<b>Reports &amp; Discussion</b> <ul style="list-style-type: none"> <li>▪ Accreditation Update &amp; Draft of Self-Study</li> </ul>	<b>Reports &amp; Discussion</b>
<b>Action Items</b> <ul style="list-style-type: none"> <li>▪ Approve November 16 Minutes</li> <li>▪ Operations Planning Committee (OPC) Prioritization Rubric – 2<sup>nd</sup> Read</li> <li>▪ Workforce Workgroup Perkins Rubric – 2<sup>nd</sup> Read</li> </ul>	<b>Action Items</b>
<b>Notes &amp; Reminders</b> <ul style="list-style-type: none"> <li>▪ Instructional Program Reviews Due to Dean/Director on December 09</li> <li>▪ Student Services Program Review Due to Dean/Director on December 09</li> </ul>	<b>Notes &amp; Reminders</b>

**No Meeting**

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JANUARY 04, 2017	JANUARY 18, 2017
<b>New Business</b>	<b>New Business</b>
<b>Reports &amp; Discussion</b>	<b>Reports &amp; Discussion</b> <ul style="list-style-type: none"> <li>▪ Professional Development Committee Updates</li> <li>▪ Basic Skills Funding &amp; Projects Update</li> <li>▪ Student Equity Funding &amp; Projects Update</li> <li>▪ SSSP Funding &amp; Projects Update</li> <li>▪ Associated Students of Foothill College (ASFC) Update</li> </ul>
<b>Action Items</b>	<b>Action Items</b> <ul style="list-style-type: none"> <li>▪ Approve December 07 Minutes</li> </ul>
<b>Notes &amp; Reminders</b>	<b>Notes &amp; Reminders</b> <ul style="list-style-type: none"> <li>▪ Administrative Unit Program Reviews Due to VP/President on January 23</li> </ul>

**No Meeting**

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FEBRUARY 01, 2017	FEBRUARY 15, 2017
<b>New Business</b>	<b>New Business</b>
<b>Reports &amp; Discussion</b> <ul style="list-style-type: none"> <li>▪ President's Office Administrative Unit Outcomes</li> <li>▪ Initial Budget Update</li> </ul>	<b>Reports &amp; Discussion</b> <ul style="list-style-type: none"> <li>▪ Accreditation (Self-Study) Update</li> </ul>
<b>Action Items</b> <ul style="list-style-type: none"> <li>▪ Approve January 18 Minutes</li> </ul>	<b>Action Items</b> <ul style="list-style-type: none"> <li>▪ Approve February 01 Minutes</li> </ul>
<b>Notes &amp; Reminders</b> <ul style="list-style-type: none"> <li>▪ Divisions Must Submit Prioritized Resource Requests to VPs by February 17</li> </ul>	<b>Notes &amp; Reminders</b> <ul style="list-style-type: none"> <li>▪ Divisions Must Submit Prioritized Resource Requests to VPs by February 17</li> </ul>

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MARCH 01, 2017	MARCH 15, 2017
<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>▪ Institutional Standards &amp; Institutional Goals – 1<sup>st</sup> Read</li> </ul>	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>▪ Perkins CTE Allocation Requests for 2016-2017 – 1<sup>st</sup> Read</li> </ul>
<p><b>Reports &amp; Discussion</b></p>	<p><b>Reports &amp; Discussion</b></p> <ul style="list-style-type: none"> <li>▪ Accreditation (Self-Study) Update</li> <li>▪ ACCJC Annual Report</li> </ul>
<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>▪ Approve February 15 Minutes</li> </ul>	<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>▪ Approve March 01 Minutes</li> <li>▪ Institutional Standards &amp; Institutional Goals – 2<sup>nd</sup> Read</li> </ul>
<p><b>Notes &amp; Reminders</b></p>	<p><b>Notes &amp; Reminders</b></p>

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APRIL 05, 2017	APRIL 19, 2017
<b>New Business</b>	<b>New Business</b>
	<ul style="list-style-type: none"> <li>▪ Program Review Committee Recommendations – 1<sup>st</sup> Read</li> </ul>
<b>Reports &amp; Discussion</b>	<b>Reports &amp; Discussion</b>
	<ul style="list-style-type: none"> <li>▪ Professional Development Committee Update</li> </ul>
<b>Action Items</b>	<b>Action Items</b>
	<ul style="list-style-type: none"> <li>▪ Approve March 15 Minutes</li> <li>▪ Perkins CTE Allocation Requests for 2016-2017 – 2<sup>nd</sup> Read</li> </ul>
<b>Notes &amp; Reminders</b>	<b>Notes &amp; Reminders</b>

**No Meeting**



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MAY 03, 2017	MAY 17, 2017
<b>New Business</b>	<b>New Business</b> <ul style="list-style-type: none"> <li>▪ Program Review Committee General Observations – 1<sup>st</sup> Read</li> <li>▪ Operations Planning Committee Resource Allocation Recommendations – 1<sup>st</sup> Read</li> </ul>
<b>Reports &amp; Discussion</b> <ul style="list-style-type: none"> <li>▪ Student Success Scorecard Report Out</li> </ul>	<b>Reports &amp; Discussion</b> <ul style="list-style-type: none"> <li>▪ May Revise – Budget Update</li> </ul>
<b>Action Items</b> <ul style="list-style-type: none"> <li>▪ Approve April 19 Minutes</li> <li>▪ Program Review Committee Recommendations – 2<sup>nd</sup> Read</li> </ul>	<b>Action Items</b> <ul style="list-style-type: none"> <li>▪ Approve May 03 Minutes</li> <li>▪ Governance Survey Opens</li> </ul>
<b>Notes &amp; Reminders</b>	<b>Notes &amp; Reminders</b>

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JUNE 07, 2017	JUNE 21, 2017
<b>New Business</b>	<b>New Business</b>
<b>Reports &amp; Discussion</b>	<b>Reports &amp; Discussion</b> <ul style="list-style-type: none"> <li>▪ Accreditation (Self-Study) Update</li> <li>▪ Governance Survey – Report Out</li> <li>▪ Review Agenda for Integrated Planning &amp; Budget (IP&amp;B) – Summer 2017</li> </ul>
<b>Action Items</b> <ul style="list-style-type: none"> <li>▪ Approve May 17 Minutes</li> <li>▪ Program Review Committee General Observations – 2<sup>nd</sup> Read</li> <li>▪ Operations Planning Committee Resource Allocation Recommendations – 2<sup>nd</sup> Read</li> </ul>	<b>Action Items</b> <ul style="list-style-type: none"> <li>▪ Approve June 07 Minutes</li> </ul>
<b>Notes &amp; Reminders</b>	<b>Notes &amp; Reminders</b>