



**FOOTHILL COLLEGE**  
**Planning and Resource Council (PaRC)**  
**Wednesday, November 02, 2016**  
**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	TOPICS	LEADERS	EXPECTED OUTCOME
1	General Announcements & Reminders	PaRC Tri-Chairs	Information
2	President's Report (SHEA, Board, Chancellor's Cabinet, President's Cabinet)	Nguyen	Information
3	Approve Meeting Minutes – October 19, 2016	PaRC Tri-Chairs	Approval
4	Student Success Collaborative – Charge ( <i>1<sup>st</sup> Read</i> )	Harris/Kuo	Discussion
5	Operations Planning Committee (OPC) – Prioritization Rubric ( <i>1<sup>st</sup> Read</i> )	OPC Tri-Chairs	Discussion
6	Program Creation Proposals <ul style="list-style-type: none"><li>▪ Humanities Certificate (<i>2<sup>nd</sup> Read</i>)</li><li>▪ Non-Credit EMT Certificate (<i>2<sup>nd</sup> Read</i>)</li></ul>	Various	Approval
7	F.T.E.S. Updates & News	Nguyen	Information
8	Program Review Committee – Charge, Membership, and Schedule	PRC Tri-Chairs	Information
9	Program Review Committee – Comprehensive Evaluation Rubric	PRC Tri-Chairs	Information
10	Facilities Master Plan – Update	Nguyen	Discussion
11	EduNav DEMO	Balducci/Galoyan	Information

**MEMBERS PRESENT:** Micaela Agyare, Veronica Bliss, Rachelle Campbell, Cleve Freeman, Dawn Girardelli, Carolyn Holcroft, Adrienne Hypolite, Debbie Lee, Maureen McCarthy, Thuy Nguyen, Erin Ortiz, Ramiel Petros, Lori Silverman, Lan Truong, Teresa Zwack

**EX-OFFICIO PRESENT:** Laureen Balducci, Karen Erickson, Nazy Galoyan, Moaty Fayek, Andrew Hanstein, Justin Schultz, Nanette Solvason

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

**(1) GENERAL ANNOUNCEMENTS & REMINDERS**

Erin Ortiz noted that the Breast Cancer Walk-A-Thon was a success and thanked all who came out to support the cause. Ramiel Petros noted that ASFC is working on getting student emails (with the @foothill.edu designation). ASFC is also seeking to collaborate with the Sunnyvale Center and develop new initiatives to get those students involved. The Sunnyvale Center Grand Opening is scheduled for F 11.04 from 4:00PM-6:30PM; there are currently 100+

scheduled guests. It was announced that Foothill College currently has approximately 50 student clubs, with an improved Inter-Club Council (ICC), which meets Tuesdays at 2:00PM in the Toyon Room – it was emphasized that all student clubs have a voice on the council. November is Native American Heritage Month ... the first in a series of celebratory months running until June. Lisa Ly, the Acting College Researcher, introduced herself to the larger group.

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

Thuy Nguyen announced that the President’s Report would be a standing item on each PaRC agenda moving forward.

SHEA

Thuy reminded the group that the objectives were set in place with the administrative team – normally the process would involve participatory governance, but PaRC does not meet over the summer. Next year, she is interested in seeing if PaRC can meet one week before Opening Day for a planning retreat (calendar, agenda, timeline, strategy, etc.).

Board of Trustees

Thuy noted that the EduNav contract is going for approval at either the November 2016 or December 2016 meeting.

Chancellor’s Cabinet

Thuy reported that the District is preliminarily organizing a Spring Convocation (with a tentative date of April 28, 2017). She also noted that there is a District-wide effort around EEO training in order to meet with State-wide legal requirement that employees need to be trained before they serve on hiring committees. The training would have two parts (part 1 is 3 hours; part two is one hour – closer to the time of actual interviews). The first EEO training will be held on Monday, November 14 from 2:00PM-5:00PM. Due to the importance of this session, Academic Senate has postponed their meeting that day. Thuy also noted that all members of Admin Council will be required to undergo the training, as they will all likely serve on a hiring committee at some point in the future. Ramiel Petros inquired as to the frequency of students serving on hiring committees – it was noted that it is a possibility for certain Student Services or Student Affairs positions. Once completed, the training will be valid for two years. Additional training sessions are being scheduled and the campus will be notified.

President’s Cabinet

Thuy announced that she has restructured President’s Cabinet to include the Director of Marketing and Public Relations (Andrea Hanstein) and the Director of Equity Programs (Elaine Kuo, interim).

**(3) APPROVE MEETING MINUTES – OCTOBER 19, 2016**

Clarification was requested for the October 19, 2016 minutes, specifically noting that approval was granted for this year (16-17) only.

**(3) IP&B TASKFORCE RECOMMENDATIONS (2<sup>nd</sup> Read) – PROPOSAL # 2 – POSITION PRIORITIZATION**

Original: *Approval, with the process going back to further discussion around documented metrics, was achieved by consensus.*

Revision: *PaRC approved the position prioritization process proposal for this year (2016-2017) only, with the expectation that IP&B will meet again in the 2016-2017 academic year to further review and discuss the process (including documented metrics used for prioritizing positions).*

Pending revision, the meeting minutes were approved by consensus.

#### **(4) STUDENT SUCCESS COLLABORATIVE – CHARGE** (1<sup>st</sup> Read)

Based on the Chancellor's Office's directive to integrate and align student success efforts, submission of the 3SP and Student Equity Plans were suspended for 2016-2017. There will be a plan due in 2017-2018 and the template (to be determined) will seek to document greater integration, alignment and streamlining of the BSI, SEP and 3SP efforts. The suggestions of specific activities and processes to facilitate program integration include:

- (1) Develop a "crosswalk" of services / activities supported by 3SP, SEP and BSI to identify areas in which efforts are occurring in similar or related areas
- (2) Hold joint meetings of 3SP, SEP and BSI steering committees to improve integrated planning.

In response to this call for integration, the Student Success Collaborative has proposed a revised charge:

*The Student Success Collaborative provides the vision and guidance for the College's student success plans, emphasizing program alignment, integration and coordination of the 3SP, SEP and BSI plans. As part of this planning effort, the Collaborative will develop a Student Success Retention Team, whose members will actualize and implement the College's student equity efforts. Even as this team is being established, the Collaborative will continue to work on the development of three college-wide initiatives:*

- (1) A comprehensive early alert program*
- (2) A mentoring program*
- (3) A focused professional development agenda.*

#### **(5) OPERATIONS PLANNING COMMITTEE – PRIORITIZATION RUBRIC** (1<sup>st</sup> Read)

The OPC prioritization rubric was updated slightly to provide greater focus around how the various resource requests addressed the goals of the Educational Master Plan (EMP). Each criterion that OPC considers is ranked HIGH, MEDIUM or LOW – many of the statements for each ranking were slightly modified to provide distinction between the rankings as well as clear connection to each criterion (e.g. Data Trends (Enrollment). The rubric can be viewed here: [http://www.foothill.edu/president/parc/minutes/parc2016-17/11.02.16/OPC\\_Resource\\_Rubric\\_2016-17.docx](http://www.foothill.edu/president/parc/minutes/parc2016-17/11.02.16/OPC_Resource_Rubric_2016-17.docx)

It was noted that the OPC rubric is not simple and is often seen as cumbersome, but a reminder that made that the feedback from OPC is crucial, particularly when there is an issue of limited funding. Having the information of what OPC is looking for and how they are reviewing the requests is helpful, as it encourages departments/programs to clearly define how their various resource requests connect directly to support students. Overall, emphasis was placed on education around the OPC rubric to provide greater insight on how to fill-in resource requests in program review.

#### **(6A) PROGRAM CREATION PROPOSAL – HUMANITIES CERTIFICATE** (2<sup>nd</sup> Read)

The Transfer Workgroup met with Falk Cammin to discuss their concerns (voiced in the October 19 meeting). Following the meeting, they unanimously voted to move the certificate forward to the next phase. The Vice President of Instruction also indicated his support, indicating that the certificate clearly support two of the Educational Master Plan (EMP) goals established by the College.

The full proposal, as well as feedback from the Vice President of Instruction, can be found here:

[http://www.foothill.edu/president/parc/minutes/parc2016-17/11.02.16/HUMN\\_Certificate\\_Proposal\\_2016.pdf](http://www.foothill.edu/president/parc/minutes/parc2016-17/11.02.16/HUMN_Certificate_Proposal_2016.pdf)

The Humanities Certificate was approved by consensus.

#### **(6B) PROGRAM CREATION PROPOSAL – NC EMT CERTIFICATE** (2<sup>nd</sup> Read)

The NC EMT Certificate would be the first non-credit certificate offered by the Biological & Health Sciences division. As this is non-credit, students can take these courses more than once – repeatability is not an issue. As these are allied health courses, the evaluation of the students is the credit vs. non-credit coursework is exactly the same, as standards for sitting for the EMT licensing exam must be met. It was emphasized that this certificate is enhanced non-credit, so they qualify for full apportionment.

The full proposal can be found here: [http://www.foothill.edu/president/parc/minutes/parc2016-17/10.19.16/NC\\_EMT\\_Certificate\\_Proposal\\_2016.pdf](http://www.foothill.edu/president/parc/minutes/parc2016-17/10.19.16/NC_EMT_Certificate_Proposal_2016.pdf)

The Non-Credit EMT Certificate was approved by consensus.

### **(7) F.T.E.S. UPDATES & NEWS**

Enrollment figures were presented to PaRC:

2015-2016 District FTES: 31,946

2015-2016 Summer: Down by 249 FTES (District)

Fall 2016: Down by 339 FTES (District); Down by 75 FTES (Foothill)

Emphasis placed that 100 FTES is approximately \$500,000

It was noted that the enrollment decline will not affect the 2016-2017 state funding, but if we do not improve enrollment, the 2017-2018 state funding will be affected. Sunnyvale Center; is performing rather well – it was more enrollment than Middlefield has previously. Deans loaded 15 last-start classes this Fall 2016. Nazy noted that Fall 2016 is projecting to be flat for Foothill (counting the late-start, positive attendance and supplemental instruction), but this does not mean that De Anza will catch up to account for the overall enrollment drop.

Early Summer will not longer exist – the impact is a loss of 320-370 FTES – some of those students could still take regular summer session, but that loss is for next year, not this year. Late Start Spring will be used moving forward ... it is the same as Late Start Fall, but in the Spring Term, as a way to hopefully catch up a portion of the Early Summer enrollment loss. The Deans have been informed, as this will affect load, budgeting, and overall course planning.

The possibility of Early Start Winter and/or Late Start Winter was also discussed, as this would give students a chance to take courses prior to returning from winter break to their semester schools. Conversation around these options will continue.

### **(8) PROGRAM REVIEW COMMITTEE – CHARGE, MEMBERSHIP, & SCHEDULE**

No changes were made to the Program Review Committee (PRC) charge. Membership updates were noted. The program review scheduled (updated for 2016-2017) was also presented to PaRC, listing annual vs. comprehensives. As no major changes were made, this was presented as an information item.

PRC Charge: <http://www.foothill.edu/staff/irs/PRCCharge.docx>

Membership: [http://www.foothill.edu/president/parc/minutes/parc2016-17/11.02.16/PRC\\_Membership\\_2016-17.pdf](http://www.foothill.edu/president/parc/minutes/parc2016-17/11.02.16/PRC_Membership_2016-17.pdf)

PR Schedule: [http://www.foothill.edu/president/parc/minutes/parc2016-17/11.02.16/PR\\_Cycle\\_16-19\\_V2.pdf](http://www.foothill.edu/president/parc/minutes/parc2016-17/11.02.16/PR_Cycle_16-19_V2.pdf)

### **(9) PROGRAM REVIEW COMMITTEE – COMPREHENSIVE EVALUATION RUBRIC**

No changes were made to the Program Review Committee (PRC) comprehensive evaluation rubric. PRC will continue to rate comprehensive program reviews using the GREEN, YELLOW, RED designation. Individualized feedback will also be provided to each department/program completing a comprehensive review.

The evaluation rubric (metrics) can be found here:

[http://www.foothill.edu/president/parc/minutes/parc2015-16/11.04.15/Comprehensive\\_PR\\_Rubric\\_11.03.15.pdf](http://www.foothill.edu/president/parc/minutes/parc2015-16/11.04.15/Comprehensive_PR_Rubric_11.03.15.pdf)

### **(10) FACILITIES MASTER PLAN – UPDATE**

PaRC was informed that the Facilities Master Plan (FMP) went to the Board in August 2016, after going to PaRC for a 1<sup>st</sup> Read (but not a 2<sup>nd</sup> Read). Upon further consideration of the FMP as it currently stands, PaRC recommends the Facilities Master Plan review committee reconvene and take another look at the FMP, with particular focus on the following areas:

- Plan for 1900 admin building, regarding student services, administration relocation, etc.
- What can be done to naturally establish a sense of student community on campus?
- How can facilities/technology be used to create a sense of community for online students?
- ADA Accessibility – How can we make campus more wheelchair friendly.
- Any additional information regarding Sunnyvale Center build out? Can we include something about Workforce moving in to Sunnyvale Center?

### **(11) EDUNAV DEMONSTRATION**

Nazy Galoyan and Lauren Balducci provide a quick demonstration and summary of the EduNav software package. They emphasized that EduNav automatically creates Ed Plans from an audit of the students' degree requirements, utilizing student transcript details and plan with counselor. Students also have 24/7 access to the system and it is more user-friendly than its predecessor, Degree Works.

An overview of features, the implementation timeline and associated costs can be found here:

[http://www.foothill.edu/president/parc/minutes/parc2016-17/11.02.16/EduNav\\_PaRC\\_PPT.pptx](http://www.foothill.edu/president/parc/minutes/parc2016-17/11.02.16/EduNav_PaRC_PPT.pptx)