



FOOTHILL COLLEGE
Planning and Resource Council (PaRC)
Wednesday, January 15, 2014
DRAFT 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

ITEMS	TIME	TOPICS	LEADERS	EXPECTED OUTCOME
1	1:30-1:35	Welcome	Judy Miner	
2	1:35-1:40	Approval of Minutes: December 4, 2013	Judy Miner	Action
3	1:40-1:50	Perkins Rubric Presentation – 2 nd Read for Approval	Workforce Workgroup	Action
4	1:50-2:05	Program Creation Proposals – 1 st Read a. Associate of Arts in Geographic Information Systems Technology b. Certificate of Achievement in Geographic Information Systems I c. Certificate of Achievement in Geographic Information Systems II d. Certificate of Achievement in Geographic Information Systems III e. Associate in Science Degree in Air Conditioning & Refrigeration Technology f. Certificate of Achievement in Refrigeration & Air Conditioning Mechanical Service g. Associate in Science Degree in Plumbing Technology h. Certificate of Achievement in Commercial Plumbing i. Certificate of Achievement in Residential Plumbing j. Associate in Science Degree in Steamfitting & Pipefitting Technology k. Certificate of Achievement in Steamfitting/Pipefitting l. Interventional Pulmonology m. Certificate of Achievement in Kinesiology: Fitness Instructor n. Certificate of Achievement in Kinesiology: Personal Trainer	John Mummert/ Kimberlee Messina	

5	2:05-2:20	Professional Development Update	Judy Baker/ Maureen Chenoweth/ Ben Stefonik	
6	2:20-2:30	Vision Statement Revisions	Judy Miner	
7	2:30-2:40	ESMP Update	Elaine Kuo	
8	2:40-2:45	Accreditation Midterm Report Update (Standing item)	Dolores Davison/ Kurt Hueg/ Elaine Kuo/ Kimberlee Messina/ Roberto Sias	
9	2:45-3:00	Questions/Concerns/Announcements	Judy Miner	

Notes:

See program review website for timeline and documents: <http://foothill.edu/staff/irs/programplans/index.php>

January 21 – Administrative Unit Program Review due to their respective VP/President

ATTACHMENTS:

Item 2: Draft Minutes of December 4, 2013 Meeting

Item 3: Perkins Rubric

Item 4a: Associate of Arts in Geographic Information Systems Technology

Item 4b: Certificate of Achievement in Geographic Information Systems I

Item 4c: Certificate of Achievement in Geographic Information Systems II

Item 4d: Certificate of Achievement in Geographic Information Systems III

Item 4e: Associate in Science Degree in Air Conditioning & Refrigeration Technology

Item 4f: Certificate of Achievement in Refrigeration & Air Conditioning Mechanical Service

Item 4g: Associate in Science Degree in Plumbing Technology

Item 4h: Certificate of Achievement in Commercial Plumbing

Item 4i: Certificate of Achievement in Residential Plumbing

Item 4j: Associate in Science Degree in Steamfitting & Pipefitting Technology

Item 4k: Certificate of Achievement in Steamfitting/Pipefitting

Item 4l: Certificate of Achievement in Interventional Pulmonology

Item 4m: Certificate of Achievement in Kinesiology: Fitness Instructor

Item 4n: Certificate of Achievement in Kinesiology: Personal Trainer

Item 5: Professional Development Committee: Summer/Fall 2013 Report

Item 6: Vision Statement – Revised

Present:

Alex Baker, April Henderson, Bernata Slater, Bernie Day, Carolyn Holcroft, Casie Wheat, Charlie McKellar, Craig Gawlick, Denise Perez, Denise Swett, Dolores Davison, Elaine Kuo, Erica Onugha, Judy Miner, Kimberlee Messina, Kurt Hueg, Mark Anderson, Maureen Chenoweth, Meredith Heiser, Nanette Solvason, Nick Hughes, Omar Zeitoun, Peter Murray, Reginald Duhe, Robert Cormia, Roberto Sias, Susan Gutkind

The meeting began at 1:35pm.

1. Welcome

Judy welcomed PaRC back and wished everyone a happy new year. Nick Hughes introduced himself as an ASFC student representative, who will be attending PaRC this quarter.

2. Approval of Minutes: December 4, 2013

Minutes approved by consensus.

3. Perkins Rubric Presentation – 2nd Read for Approval

Mark Anderson presented the second read of the Perkins Rubric. Anderson reported that an auditor from Sacramento confirmed that Perkins funds could not be used to fund full-time faculty reassigned time.

Perkins Rubric approved by consensus.

4. Program Creation Proposals – 1st Read

Kimberlee Messina introduced the Program Creation Proposals item by noting that this was the first time that program creation proposals were submitted to PaRC. Historically, PaRC would only approve the processes of program creation and discontinuance. Messina reminded PaRC that the intent of issuing these proposals to PaRC for approval was to ensure institutional approval before a program began the creation process. Messina commented that in the past, some programs were approved only to find that there was no funding to support the program.

Messina introduced the Foothill College Apprenticeship Program as the second largest in California, and largest in Northern California. Miner commented that PaRC must now decide if Foothill College could offer a certificate of achievement based on the Apprenticeship Department standards. Reginald Duhe continued on to state that the Apprenticeship Program students are official Foothill College students and that the program now wanted to award these students with degrees or certificates of achievement. Duhe proposed to PaRC the following: Associate in Science Degree in Air Conditioning & Refrigeration Technology, Certificate of Achievement in Refrigeration & Air Conditioning Mechanical Service, Associate in Science Degree in Plumbing Technology, Certificate of Achievement in Commercial Plumbing, Certificate of Achievement in Residential Plumbing, Associate in Science Degree in Steamfitting & Pipefitting Technology, and Certificate of Achievement in Steamfitting/Pipefitting. Kuo asked if labor market information was already included in the apprenticeship program proposals. Messina responded that the formal labor survey was a state requirement, which was not required for PaRC's review. Duhe asked that any apprenticeship questions be forwarded to his office.

Bernie Day stated that Foothill College was the first community college to develop a transfer degree with the National Labor College. However, the National Labor College was now closing due to a lack of funding. Day commented that there were now very few opportunities for students to continue their degrees. Miner then added that John Mummert has been in conversation with San Jose-Evergreen Community College District for the creation of a construction management degree.

Messina presented to PaRC the Associate of Arts in Geographic Information Systems Technology, the Certificate of Achievement in Geographic Information Systems I, the Certificate of Achievement in Geographic Information Systems II, and the Certificate of Achievement in Geographic Information Systems III. Messina reported that the proposing faculty, K. Allison Lenkeit Meezan worked with many professional geographic information systems (GIS) associations to ensure that the program's curriculum meet the requirements of the professional associations. By earning these certificates or degrees, students could potentially move into jobs and careers in this field. Kurt Hueg verified that the GIS program already has existing program software and had a faculty member approved for the program. Hueg announced that the program would be housed at the new FHDA Education Center.

Messina stated that questions should be directed to Meezan or Hueg.

Nanette Solvason presented the Certificate of Achievement in Interventional Pulmonology. Solvason stated that Director of Respiratory Therapy Program, Brenda Hanning, was contacted by representatives in the biotech industry with hopes that Foothill would offer training in interventional pulmonology. Currently, there is a need for respiratory therapists to be trained to use scopes for diagnostic work. Solvason said that this eighteen-unit advanced training certificate would serve the population of career respiratory therapists. Solvason noted that if this program were approved, Foothill College would be the first in California to offer a Certificate of Achievement in Interventional Pulmonology.

In addition, Solvason reported, the currently existing equipment was adequate and there would be no requests for additional facilities or for full-time faculty. Only adjunct faculty would be needed and Hanning would direct both the Interventional Pulmonology and Respiratory Therapy programs. Solvason requested extra release time for Hanning so that the program would establish a solid foundation. Also, Solvason recommended that for the first two years, the Interventional Pulmonology and Respiratory Therapy programs be linked with clinics.

Messina asked if the Certificate of Achievement in Interventional Pulmonology would need separate accreditation. Solvason responded that she is currently researching the program accreditation. Charlie McKellar stated that if there were an internship component then the Biological and Health Sciences Division would need to revise the internship contracts. Messina reported on Hanning's enrollment estimates, stating that one site would enroll with fifteen students, and three sites could have thirty students within the first year. Because there is no request for facilities, equipment, or full-time faculty, Messina continued, this program creation proposal would be something for PaRC to think about. Meredith Heiser asked if the program curriculum was already in existence. Solvason responded that the curriculum has been written, but no course materials have been created yet. Also, Solvason contacted the Bay Area Community College Consortium (BACCC) with a request for a curriculum development stipend. Robert Cormia commented that if Foothill were to offer a the Certificate of Achievement in Interventional Pulmonology, the college would be extended in an evolutionary way in an already branded program which has both patient and student outcomes.

After listening to the conversation, Miner responded by stating that the administration needs to look at the productivity or average cost of instruction. Miner noted that the college needs thirty-seven students per faculty member to meet the cost of instruction. If a course's enrollment is less than thirty-seven students, then the expectation is that another course on campus will be above thirty-seven. Miner then suggested alternatives offerings for interventional pulmonology, including contract education (via a health organization consortium or an agreement with a hospital) and community education; thus the fiscal burden would be on the student, no credit would be given, but the student could still meet the requirements for the clinician and the state. Miner concluded that it is important to have these types of conversations in PaRC, so to include the campus for the purposes of fully informing the college and adhering to a transparent process.

Susan Gutkind stated that the Kinesiology and Athletics Division would like to offer a Certificate of Achievement in Kinesiology: Fitness Instructor and Certificate of Achievement in Kinesiology: Personal Trainer. Currently, Gutkind stated, there is labor market information that demonstrates an increase in physical fitness related employment. No full-time faculty or facilities would be requested as the certificates requirements were based on already existing courses that were required for the Associates of Arts in Physical Education. Peter Murray asked how many students these programs would serve. Gutkind estimated that fifteen to twenty would enroll, however, the exact number is currently unknown. Messina interjected stating that it would be fair to say that currently some classes are not fully enrolled, but that enrollment could increase in already existing courses with the certificate focus.

5. Professional Development Update

Judy Baker, Maureen Chenoweth, Carolyn Holcroft gave a Professional Development Committee (PDC) Update. Holcroft represented Ben Stefonik, the

faculty tri-chair, who was unable to attend the meeting. Baker commented that the PDC was newly formed this year, but the campus had been offering professional development opportunities before PDC was created. The committee hopes to build professional learning networks across campus. PDC works closely with already established groups on campus to co-sponsor professional development opportunities and save funding.

In the Fall, PDC offered twenty-five professional development opportunities and one professional development day. All events were well attended by both faculty and staff. PDC invited the campus to participate in the upcoming January 24, 2014 Professional Development Day. The second professional development day will take place on February 7, 2014. McKellar asked if PDC would offer events for staff that did not work on Fridays. Baker replied that PDC survey results showed that the majority of staff wanted events on Fridays; however, Baker invited McKellar to attend the next PDC meeting to discuss scheduling alternatives. Baker reminded PaRC that all events are posted on the PDC website: <http://foothill.edu/staff/development/> Holcroft requested that those staff and faculty who participate in the professional development events also participate in the feedback surveys. Holcroft stated that specific feedback provides PDC with helpful direction for the next event.

Chenoweth announced that the March 21, 2014 *Moving Up: Strategies for Advancing Your Career* event has 60 classified staff registered so far. This event is co-sponsored by the CSSO statewide, the Statewide Classified Senate, and Innovative Educators. Questions can be forwarded to Denise Swett.

6. Vision Statement Revisions

Miner reviewed the revisions made to the vision statement that was first presented to PaRC on November 20, 2013. Miner said that the Academic Integrity Committee inspired the statement's new action oriented language. Miner wanted the vision statement to capture all that elements that students should accomplish upon their graduation from Foothill. Miner commented that in making the revisions, a few questions arose regarding how the new vision statement would align with the 4C's. Dolores Davison noted that there were also specific questions about the statement's quantitative reasoning element; stating that because there were so many definitions, depending upon the field of study, it would be helpful provide a definition of quantitative reasoning. In addition, Davison asked how the college would measure the global responsibility element. Davison then stated that the vision statement would be presented to Academic Senate for further discussion.

Miner invited more feedback in terms of language. Hueg stated that the vision statement was not necessarily out of line with the 4Cs. Kuo and Davison then both commented that the language of the vision statement that should be linked to the 4Cs (previously agreed upon by faculty). Currently, the ILOs and GE SLOs are the same. Kuo stated that the vision statement was an opportunity to demonstrate to the ACCJC that Foothill was measuring and documenting certain elements. Erica Onugha asked what function the vision statement served. Kuo responded that the vision statement helped to set the priorities for the master plan, the mission statement, and also institutional goals. Onugha then asked why the college was constrained by the requirement to measure outcomes. Miner and Paul Starer acknowledged Onugha's concern for the pressure of measurability. Davison stated that institutional standards of the college must be monitored according to ACCJC standards. Kuo added that the vision statement could contain lofty goals that were also intentional. Agreeing with Kuo, Messina commented that the vision statement could have lofty goals, which the college could translate into its institutional goals, which could be measured. Miner welcomed PaRC to send more feedback on the vision statement.

7. ESMP Update

Due to time constraints, Kuo stated that the ESMP Update would be presented at the February 5, 2014 PaRC meeting.

8. Accreditation Midterm Report Update (Standing item)

Currently no updates.

9. Questions/Concerns/Announcements

Miner announced that there were two funding allocations, which happened outside the normal funding cycle. The first was in the amount of \$30,000 for Student Services scanners and TEA commitments. Denise Swett reported that a safety inspection required that Student Services to provide a safe space for workers to move around; three TEAs will be hired for the duration of two to three months to scan old documents and remove the old files. Measure C funding covered the purchased scanners.

The second allocation of \$5,000 one-time funds was given to Classified Senate for professional development. These funds could be spent at the senate's discretion (speakers, food, etc.).