



FOOTHILL COLLEGE
Planning and Resource Council (PaRC)
Wednesday, February 5, 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: January 15, 2014	Judy Miner	Action
3	1:40-1:45	Program Creation Proposals – 2 nd 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. Certificate of Achievement in Interventional Pulmonology m. Certificate of Achievement in Kinesiology: Fitness Instructor n. Certificate of Achievement in Kinesiology: Personal Trainer	John Mummert/ Kimberlee Messina	Action
4	1:45-1:55	Administrative and Student Services Program Review Rubric – 1 st Read	PRC/John Mummert/Craig Gawlick	
5	1:55-2:05	Governance Handbook Update: Process for Reorganization of Instructional	Kimberlee Messina	Information Only

		Divisions		
6	2:05-2:15	ESMP Update	Elaine Kuo	
7	2:15-2:30	Budget Update	Bernata Slater	
8	2:30-2:40	Facilities & Fiscal Plan Update	Bernata Slater	
9	2:40-2:55	Construction Update -Memorial Tree	Brenda Visas Davis	
10	2:55-3:00	Questions/Concerns/Announcements	Judy Miner	

Notes:

Divisions submit prioritized lists to their VP by February 13
 Week of February 24 – VPs meet with their Deans to review resource requests

ATTACHMENTS:

- Item 2: Draft Minutes of January 15, 2014 Meeting
- Item 3a: Associate of Arts in Geographic Information Systems Technology
- Item 3b: Certificate of Achievement in Geographic Information Systems I
- Item 3c: Certificate of Achievement in Geographic Information Systems II
- Item 3d: Certificate of Achievement in Geographic Information Systems III
- Item 3e: Associate in Science Degree in Air Conditioning & Refrigeration Technology
- Item 3f: Certificate of Achievement in Refrigeration & Air Conditioning Mechanical Service
- Item 3g: Associate in Science Degree in Plumbing Technology
- Item 3h: Certificate of Achievement in Commercial Plumbing
- Item 3i: Certificate of Achievement in Residential Plumbing
- Item 3j: Associate in Science Degree in Steamfitting & Pipefitting Technology
- Item 3k: Certificate of Achievement in Steamfitting/Pipefitting
- Item 3l: Certificate of Achievement in Interventional Pulmonology
- Item 3m: Certificate of Achievement in Kinesiology: Fitness Instructor
- Item 3n: Certificate of Achievement in Kinesiology: Personal Trainer
- Item 5: Process for Reorganization of Instructional Divisions
- Item 6: Construction Update Presentation
- Item 7a: Governor's Proposed Budget FY 14/15
- Item 7b: Analysis of FTES

Present:

Alex Baker, April Henderson, Bernata Slater, Bernie Day, Brenda Davis Visas, Casie Wheat Charlie McKellar, Craig Gawlick, Dawn Girardelli, Denise Perez, Dolores Davison, Elaine Kuo, Erica Onugha, Ion Georgiov, John Mummert, Judy Miner, Kimberlee Messina, Kurt Hueg, Leslye Noone, Meredith Heiser, Omar Zeitoun, Pat Hyland, Paul Starer, Robert Cormia, Roberto Sias, Sara Munoz, Susan Gutkind

The meeting began at 1:32pm.

1. Welcome

Judy Miner welcomed the visiting Foothill students who were interested in joining PaRC as ASFC representatives.

2. Approval of Minutes: January 15, 2014

Minutes approved by consensus.

3. Program Creation Proposals – 2nd Read for Approval

Miner suggested that PaRC vote on the program creation proposals as a single item unless there were any specific concerns for individual programs. Miner reminded the group that once PaRC approved a program creation proposal, the curriculum committee would review the program. Kimberlee Messina stated that there was a need for further discussion of credit options for the Certificate of Achievement in Interventional Pulmonology.

Miner stated that the Certificate of Achievement in Interventional Pulmonology should be reexamined due to the program's needs for reassigned time and the projected small cohort of students served. Miner continued on to note that community education might be a good market for the program. John Mummert commented that Dawn Girardelli was working on continuing education courses at Middlefield, which could be a viable alternative. Miner stated that the Biological & Health Science Division would be given more time to research and gather data and would be welcome to present at a future PaRC meeting.

With the exception of the Certificate of Achievement in Interventional Pulmonology, the following programs were approved by consensus: Associate of Arts in Geographic Information Systems Technology, Certificate of Achievement in Geographic Information Systems I, Certificate of Achievement in Geographic Information Systems II, Certificate of Achievement in Geographic Information Systems III, 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, Certificate of Achievement in Steamfitting/Pipefitting, Certificate of Achievement in Interventional Pulmonology, Certificate of Achievement in Kinesiology: Fitness Instructor, Certificate of Achievement in Kinesiology: Personal Trainer

4. Administrative and Student Services Program Review Rubric – 1st Read

John Mummert introduced Craig Gawlick, Dawn Girardelli, and Pat Hyland as fellow PRC members. Mummert then reviewed the Administrative and Student Services Program Review rubric. Hyland noted that the Instructional Program Review rubric, which had already been approved by PaRC, was the basis for the Administrative and Student Services Program Review rubric with the exception of Section 8. Mummert stated that PRC wanted PaRC to be comfortable with the language used in Section 8, and also the color rating system (green, yellow, and red).

5. Governance Handbook Update: Process for Reorganization of Instructional Divisions

Messina reminded PaRC that it was the responsibility of the Office of Instruction to make changes to the Governance Handbook. Messina then reviewed the process of the reorganization of instructional divisions. Messina reported that the Governance Handbook would now state that PaRC would be informed as division changes were made. Messina then noted that the Humanities Department would move from the Language Arts Division to the Business & Social Sciences Division. Also, following the retirement of Peter Murray, the Physical Science, Mathematics, and Engineering (PSME) Division might also be evaluated for possible changes.

6. ESMP Update

Elaine Kuo gave an update on the Educational Strategic Master Plan (ESMP). Kuo announced that the ACCJC was in the process of updating the standards and that a draft of the standards was released in January. Kuo noted that while changes in the standards would not affect the Midterm Report (due in October), the college would have to reflect the new standards in the Self-Study. Kuo continued on to state that the mission vision, values, and intuitional goals would need to be revised and documented by the end of the year. The mission statement was revised and accepted by the board over the summer. Kuo mentioned that the mission statement might need to be edited slightly depending upon the new standards.

Kuo presented a visual aide, which compared the commonalities of the President's Vision Statement and the College Vision Statement. Kuo stated that the first step in terms of vision would be to decide which key elements should be kept to ensure that the vision statements aligned. Kuo concluded that each piece of the statement warrant discussion in terms of how the values were reflected in the current mission.

Kuo noted that the current institutional goals were established in 2011. This year the institutional goals would need to be reviewed to decide what language should be used and also how the goals would be measured. Messina stated that the visions statement should be short and concise, the mission statement should be more specific, and the instructional goals should be broad. Messina continued on to say that the goals could be defined and measured within the six-year cycle; the overarching goals for specific years as stated in the vision statement, could also be established. Dolores Davison commented that moving forward, the college should set goals based on metrics; and thus the college could demonstrate how goals were achieved.

Kuo then reviewed the institutional goals established in 2011 and provided updated information. The first goal, improve student achievement outcomes; Kuo reported that the ARCC report is no longer in existence. Miner commended that the use of ARCC metrics grew out of a board discussion, however the metrics did not work. The second goal, improve student outcomes and close the achievement gap; Kuo commented that there were many different pieces that could be broken down and extended to specific programs on campus. The third goal, improve student success; Kuo stated that again the goal's data was drawn from the ARCC report. Kuo suggested that the Student Success Scorecard could be used if the college wanted to have a state-level indicator, or the data could also be compiled from local community resources. Lastly, the fourth goal, improve outcomes of vocational students; Kuo mentioned that the data was now pulled from the Student Success Scorecard.

Kuo asked for input on how PaRC would like to discuss each goal and suggested that committees could be formed. Kuo proposed that the college decide on the vision statements and values by next month and then move forward to work on the goals. Commenting on the ESMP visual aide, Miner requested that the visual be reformatted to ensure that PaRC could understand the integration of the visions statements, values, and goals. In addition, Susan Gutkind recommended that definitions for each term be provided as well.

7. Budget Update

Bernata Slater presented on the budget update and provided a Governor's Proposed Budget FY 14/15 handout and an Analysis of FTEs handout. Slater gave a state level update and noted that the governor's preliminary proposed budget would be issued in early April, the revised budget would be released in May, and the adopted budget would be published in June. Slater commented that this year, the budget for community colleges looked good.

Slater reviewed the Governor's Proposed Budget FY 14/15 and its impact on the district. The district received a 3% restoration fund to restore workload reductions from previous years. Slater reported that there was a decline in FTEs; currently the P1 Report projected 365 FTEs down from the primary resident FTEs, which would result in a loss of 1.6 million dollars to the district. Foothill's enrollment was projected at one percent below, but the administration thought that enrollment would flat line. The enrollment decline at De Anza was a steady trend and the campus was unsure that the FTEs could be restored. Slater noted that the current data was a projection that could change slightly. Lastly, the district was granted a COLA of

1.86%. Slater welcomed questions about the budget.

8. Facilities & Fiscal Plan Update

Slater presented on the Facilities and Fiscal Plan update. Slater commented that the process began last year with hopes to synchronize with the FHDA Ed Center planning. Currently, the plan was being acted upon and the next steps would be to meet with the advisory committee.

9. Construction Update

Brenda Visas Davis provided a construction update to PaRC. Visas Davis reported that the bridge (near the District Building) would be completed in April. The bridge would allow District staff and visitors to exit the campus through Parking Lot 1. Visas Davis reviewed the newest property acquisition, the FHDA Ed Center, which was scheduled to open in January 2016. The Blue Cube had been dismantled and the site plan had been reviewed. Originally, the center was planned as a three-floor building but due to budget constraints, it had been redesigned as a two-floor facility. Charlie McKellar commented that the center lost a floor, but the overall structure had been widened.

Visas Davis presented the Memorial Tree as a new addition to campus. This memorial would honor Foothill and Central Services employees. Visas Davis noted that the tree's leaves would be available to purchase for \$500. This cost would pay for the leaf and future maintenance of the memorial. Visas Davis confirmed that Measure C dollars could not be used for this project. Miner stated that the finalized Memorial tree details would be distributed to the campus within the next few weeks.

10. Questions/Concerns/Announcements

Dolores Davison announced that the campus abroad committee would be going to London in the fall with English and theatre faculty.