



**FOOTHILL COLLEGE**  
**Planning and Resource Council (PaRC)**  
**Wednesday, March 19, 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

<b>ITEMS</b>	<b>TIME</b>	<b>TOPICS</b>	<b>LEADERS</b>	<b>EXPECTED OUTCOME</b>
1	1:30-1:35	Welcome	Judy Miner	
2	1:35-1:40	Approval of Minutes: March 5, 2014	Judy Miner	Action
3	1:40-1:50	Perkins Career Technical Education (CTE) Allocation Request for 2014-2015 – 2 <sup>nd</sup> Read for Approval	Workforce Workgroup	Action
4	1:50-2:00	ACCJC Institutional Set Standards – 2 <sup>nd</sup> Read for Approval	Craig Gawlick	Action
5	2:00-2:15	District Office Update	Judy Miner & Bernata Slater	Information
6	2:15-2:20	Accreditation Midterm Update (Standing Item)	Dolores Davison, Kurt Hueg, Elaine Kuo, Kimberlee Messina	Information
7	2:20-2:30	Questions/Concerns/Announcements	Judy Miner	

**Notes:**

April 18 – Student Equity Professional Development Day  
May 9 – Foothill & Central Services Classified Senate Professional Flex Day

**ATTACHMENTS:**

Item 2: Draft Minutes of March 5, 2014 Meeting  
Item 3: Perkins Career Technical Education (CTE) Allocation Request for 2014-2015  
Item 4a: ACCJC Institutional Set Standards Memo Update  
Item 4b: ACCJC Institutional Set Standards Update

**Present:**

Bernata Slater, Bernie Day, Casie Wheat, Charlie McKellar, Craig Gawlick, Denise Perez, Dolores Davison, Erica Onugha, Ion Georgiov, John Mummert, Judy Miner, Kimberlee Messina, Kurt Hueg, Mark Anderson, Maureen Chenoweth, Meredith Heiser, Omar Zeitoun, Paul Starer, Roberto Sias, Sarah Munoz, Susan Gutkind

**The meeting began at 1:30PM.**

#### **1. Welcome**

Per ASFC representative Omar Zeitou's request, Judy Miner amended the agenda and added, Wheels on Campus Policy: Student Survey Results.

#### **2. Approval of Minutes: March 5, 2014**

March 5, 2014 Minutes approved by consensus.

#### **3. Perkins Career Technical Education (CTE) Allocation Request for 2014-2015 – 2<sup>nd</sup> Read for Approval**

Perkins Career Technical Education (CTE) Allocation Request for 2014-2015 approved by consensus.

#### **4. ACCJC Institutional Set Standards – 2<sup>nd</sup> Read for Approval**

Elaine Kuo gave an updated ACCJC Institutional Set Standards presentation, which was first brought to PaRC on March 25, 2014 by Craig Gawlick. Kuo reiterated that the institutional set standards were targets, not aspirations; and that aspirations should be expressed in the institutional goals. Kuo then announced that the institutional goals would be updated in the spring. At the previous PaRC meeting, questions were asked about how each standard was chosen. Kuo explained that each set standard was derived from the three-year average data, of which 75% was taken. The data was then also separated by program and ethnicity; the set standard was then based on 75% of that average.

Kuo reported on the program completion standard and stated that the standard recorded the unduplicated number of degrees and certificates earned. John Mummert asked if there was a place where the duplicated number of degrees and certificates was reported. Kuo responded that typically the college reported the duplicated number and this would be an exception. Miner requested to know the data reporting period. Kuo replied that the degrees earned within the academic year (for the three-year period) would be counted. Dolores Davison asked if there were any AS-T degrees to report. Kuo confirmed that currently there were not any for this period; however, some would be coming soon.

Kuo reviewed the two new institutional set standards. For Career Technology Education (CTE) program licensure exam standard, the college would report the 2012-2013 exam passage rates. Kuo stated that the reported data was based on first exam passage rates; although, a student could take the exam up to three times. Charlie McKellar commented that the EMT program had a 100% passage rate based on the second exam passage results. Kuo commented that the methodology could be revised at PaRC's request.

Kuo then announced that the college would report 2011-2012 state data (Employment Development Department wage data and Perkins data) for the CTE job placement standard. Kuo explained that the delay in reporting the current year's data was to accommodate for the lag time in data availability from the state due to matching with employment data. Kurt Hueg questioned if the ACCJC required Perkins programs data only. Mummert replied that Perkins and CTE data would be reported. Kuo commented that this data would tie to gainful employment findings. Miner reported that at the March American Council on Education (ACE) board meeting and annual conference, it was mentioned that the Department of Education had requested the Senate to develop a community college rating system for the purposes of evaluating student job placement. Miner continued on to state that according to this system, a student who gains employment by enrolling in a few Foothill courses would not be counted as a success because a Foothill College

degree/certificate did not officially contribute to securing the student's job. Kuo concluded the presentation by stating that the set standards should be written within the context of reasonableness. Moving forward, the college should be aware of the set standards of peer institutions.

ACCJC Institutional Set Standards approved by consensus.

### **5. District Office Update**

Miner reported that ETS would move into the current district office building upon the completion of its renovation. At the April 7, 2014 Board of Trustees meeting, an architectural proposal by the district office would be submitted to detail the preferred building sites on the Foothill campus. Miner reassured PaRC that the placement of the district office on campus would be cost effective and would attempt to have very little impact on instruction. Bernata Slater commented that resources were scarce and quotes for construction were unexpectedly high. Servicing students would always be the primary goal of the district; but both Foothill and De Anza would like to support Central Services.

### **6. Accreditation Midterm Update**

Messina reported that the Accreditation Midterm Workgroup would meet next week to review the template for the midterm report. Davison announced that feedback comments on the new ACCJC standards would be due April 30, 2014. Davison notified PaRC that the standards would be in effect upon approval by the ACCJC; thus institutions would be required to address the new standards in all reports moving forward. Hueg commented that the annual report was due at the end of the month, prior to the announcement of the new standards.

### **7. Wheels on Campus Policy: Student Survey Results**

Zeitoun presented the Wheels on Campus Survey results. Zeitoun surveyed one hundred Foothill students to document student opinions on the no wheels policy (bicycles, skateboards, etc.) on the upper campus. Zeitoun reported that seventy-nine students were against the policy and twenty-one supported the policy. Zeitoun then requested that PaRC reconsider the policy. Zeitoun commented that he was not aware of any accidents involving bicycles or skateboards on campus lately, and also that UC campuses allowed wheels on campus.

Mummert stated that there have not been any accidents because the policy was successful; moreover, Mummert commented, the President's Office was liable for any accidents that occurred on campus. Davison noted that as a teaching faculty member, classes were often interrupted by the loud sound made from skateboard wheels on the hollow concrete around campus. Hueg also commented that this policy protected the campus, but also the bicyclist. If a bicyclist hit and injured someone on campus, they too would be personally liable. In addition, Hueg proposed that if there was a strong movement to allow bicycles on the upper campus, designated bike lanes should be planned and also bike parking areas should be designated. Slater noted that there was a bike path design in the facilities master plan. Also, Brenda Davis Visas could be consulted about bike parking areas. Messina stated that some UC campuses allowed bicycles and skateboards; however, the UCs had larger campuses, and wheels were not allowed in high-density areas.

Susan Gutkind acknowledged that seventy-nine students were against the policy; however, Gutkind noted that this was a citizenship issue, in that the college was a community with shared responsibilities. Gutkind asked Zeitoun how the ASFC could work with the college to support the no wheels on campus policy. Miner requested that Zeitoun follow up with ASFC to make this a teachable moment by explaining the policy and the purpose of the policy to fellow students.

### **8. Questions/Comments/Announcements**

Paul Starer announced that the Library was preparing to move and would be closed the last two days of finals. Starter announced that a map of newly established e-printing stations would be circulated on campus. The e-printing stations would be in the KCI, the PSEC, the Campus Center, and the Bookstore. In addition, the Campus Ambassadors Program Office would open a station at the start of the Spring Quarter.

Kuo announced that the district-wide Campus Climate Survey would be issued in the Spring Quarter (late April/early May). Also the online employee survey would also be distributed in the spring. The results of both surveys would be released in the fall.

Maureen Chenoweth commented that the UN club attended the model UN meeting, in which sixteen students and two faculty participated. Chenoweth hoped that the club would report out to the campus on their experience.

Miner welcomed the campus to submit a nomination for the League of Innovation's Innovation of the Year Award. Nominations must be emailed to [wheatcasie@foothill.edu](mailto:wheatcasie@foothill.edu) by Friday, April 4, 2014.

Miner congratulated the Fine Arts Department on the March 7<sup>th</sup> Little Shop of Horrors Commission Fundraiser and thanked Dean Mark Anderson for his leadership in the division. Anderson announced that the department was planning to present South Pacific this summer.