



**FOOTHILL COLLEGE**  
**Planning and Resource Council (PaRC)**  
**Wednesday, May 7, 2014**  
**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	1:30-1:32	Welcome	Judy Miner	
2	1:32-1:35	Approval of Minutes: April 16, 2014	Judy Miner	Action
3	1:35-1:50	Emergency Hire Request: Counseling Position	Denise Swett	Action
4	1:50-2:00	President's Office AUOs	Judy Miner / Isaac Escoto / Roberto Sias	Information
5	2:00-2:10	ESMP Update	Elaine Kuo	Information
6	2:10-2:30	Scorecard Report	Elaine Kuo	Information
7	2:30-2:45	Questions/Concerns/Announcements	Judy Miner	

**Notes:**

Faculty & Staff Prioritization Survey Opens

**Events:**

May 9 – Foothill & Central Services Classified Senate Professional Flex Day  
June 18 – End of Year Celebration  
June 27 – 2014 Commencement!

**ATTACHMENTS:**

Item 2: Draft Minutes of April 16, 2014 Meeting  
Item 5: President's Office AUOs [http://www.foothill.fhda.edu/schedule/administrative\\_program\\_reviews.php](http://www.foothill.fhda.edu/schedule/administrative_program_reviews.php)

**Present:**

Alex Baker, Andrea Hanstein, Andrew LaManque, April Henderson, Bernie Day, Casie Wheat, Charlie McKellar, Craig Gawlick, Denise Perez, Denise Swett, Elaine Kuo, Erica Onugha, Isaac Escoto, Judy Miner, John Mummert, Kimberlee Messina, Mark Anderson, Meredith Heiser, Nanette Solvason, Omar Zeitoun, Paul Starer, Peter Murray, Roberto Sias, Sarah Munoz, Susan Gutkind

**Meeting began at 1:30PM.**

## **1. Welcome**

Judy Miner welcomed the group and stated that Bernata Slater would review the Budget Update Item at the next PaRC meeting. Miner announced that an additional request for an emergency hire by the Kinesiology & Athletics Division would be presented after the Emergency Hire Request: Counseling Position item. Lastly, Miner announced that Foothill had three new administrators start on May 1, 2014. Miner welcomed Director of Marketing & Public Relations Andrea Hanstein, Associate Vice President of Instruction Andrew LaManque and Director of International Student Recruitment & Partnership Relations Marilyn Cheung.

## **2. Approval of Minutes: April 16, 2014**

April 16, 2014 Minutes approved by consensus.

## **3. Emergency Hire Request: Counseling Position**

Denise Swett presented Counseling's request for an emergency hire to PaRC. Swett reported that due to the recent, unanticipated announcement of a June retirement by Counselor Brenda Johnson, the division would have to act quickly to fill the position to meet the demands of new student enrollment. Swett noted that because this position was vacant due to a retirement (and not a new position), it would not affect the fifty-percent rule. Swett commented that the division hoped to fill the position as soon as possible. The Counseling position emergency hire request was approved by consensus.

## **Emergency Hire Request: Kinesiology & Athletics Position**

Susan Gutkind presented the emergency hire request for the Kinesiology & Athletics (KA) division. Gutkind reminded PaRC that at the end of last academic year, the men's basketball coach was granted a one-year leave. The basketball coach had now left the position permanently. Gutkind request an emergency hire to fill this fifty-percent instruction and fifty-percent coaching position. Gutkind noted that within the athletics arena, a team could lose its recruiting edge when there was consistent uncertainty in coach staff for multiple years. Miner stated that this situation was a necessity. In addition, the work of Foothill athletics supported the student equity agenda. Gutkind noted that the division would like to fill the position over the summer, if possible. The KA faculty position emergency hire request was approved by consensus.

Paul Starer commented on the high number of emergency hires that were presented to PaRC this year. Starer noted that he was not speaking against any of the proposed emergency hires heard at this meeting; however moving forward, Starer continued, criteria for an emergency hire should be reviewed and a procedure should be established. Roberto Sias stated that it would be important to follow a protocol for these types of requests. Miner agreed that if PaRC wanted to discuss the criteria and procedure for emergency hires in greater depth, the topic should be explored.

## **4. President's Office AUOs**

Miner presented the President's Office Administrative Unit Outcomes (AUOs), noting that the Classified Senate and Academic Senate presidents were charged with reviewing the work of the President's Office (instead of the vice presidents and president). Isaac Escoto represented Dolores Davison, who was away on conference travel. Sias made the following comments about the President's Office AUOs: 1) the president represented the college well; 2) the elimination of the Special Assistant position was an area of concern and there was hope that in better budget times, the position would be brought back to provide additional support for the office; 3) another area of concern was the dependence on a single survey to measure campus climate; 4) many of the president's events were often not well attended and communication about these events should be rethought. Lastly, Sias commented that this was the first year that the President's Office completed AUOs.

Miner stated that communication was often an issue for the President's Office, which was taken very seriously. Miner commented that the President's Office would look to Hanstein to improve campus communication and dissemination of information. Miner welcomed folks on campus to share their suggestions and feedback.

Meredith Heiser asked if the college would produce the state of the college report, commenting that it was a great way to inform the campus. Miner replied that Foothill discontinued this report three years ago and replaced it with the accreditation report. Miner noted that Hanstein had great experience in publishing such reports. Miner agreed that this type of publication would make the college more visible in the community. Peter Murray shared the idea of posting short YouTube videos on the Foothill website to update the community on campus events and college accomplishments.

Sias thanked the President for the work and achievements made on the student equity agenda. Miner then applauded the campus for its efforts on student equity and noted that it would be the theme for Opening Day 2014. Miner announced that she would speak at Stanford University's May 14 Public Forum on education's digital future. Miner then thanked Judy Baker for being a great mentor and resource for equity and technology in education.

## **5. ESMP Update**

Elaine Kuo gave an update on the Education Strategic Master Plan (ESMP). Kuo reported that the college would be moving forward with the master plan revise and update in 2014-2015. On Monday, May 12 the Workgroup Tri-Chairs were scheduled to meet to discuss the institutional goals and align the goals with the college vision. Kuo noted that PaRC should end the year with a sense of where the college was in terms of the vision and institutional goals. Kuo then announced that next year, the ESMP would be a standing item on each PaRC agenda.

## **6. Scorecard Report**

Kuo presented the 2014 Scorecard Report findings and stated that the data could be found on the Student Success Scorecard website. Kuo noted that this report was previously known as the Accountability Reporting for Community Colleges (ARCC) report, and also that some of the terminology had changed. Kuo clarified that the data reported in the Scorecard was from 2012-2013 and that the report tracked data in six-year cycles (2007-2013). To see changes over time, Kuo recommended that interested parties visit the website.

Kuo reviewed the student demographics data. Omar Zeitoun asked why the Scorecard did not have a category for the Middle Eastern population, commenting that he was Egyptian. Kuo responded that in the past, there was a category for Middle Eastern on Foothill's application; however, now that the college used CCC Apply for the application process, the category was removed. Miner noted that the application followed the census figures of the State Chancellor's Office.

Kuo then stated that in the area of completion, Foothill was generally above the state average in both general and prepared/underprepared areas. Kuo noted that this data specifically reported only first-time community college students. Starer clarified that an underprepared student was defined as a student who was underprepared in math or English. Kuo verified Starer's statement, commenting that if a student had not taken a college level math or English course within the first three year of attending Foothill, he/she would be considered underprepared per Scorecard Report definition. Kuo stated that within the peer group completion area, in which data from seven surrounding community colleges was collected, Foothill continued to be in the peer group high with fifty-six percent.

In the area of persistence, Kuo reported that Foothill performed slightly lower persistence rates when compared to state figures. This data was also broken out by ethnicity. When studying the persistence of the Latino group, Kuo noted that this population was about ten percent below the state average. Starer request to know exactly what persistence measured, commenting that the college should not be penalized for missing a benchmark when students failed to enroll the next year. Kuo explained that persistence was an indicator of student success, in that studies showed that students were more likely to achieve their educational goal (transfer, certificate, etc.) when consecutively enrolled in one institution. LaManque responded that persistence was a milestone leading to completion. LaManque then noted that Foothill was ten points above the completion rate of the state average; and thus, the campus should be looking specifically at what was happening to this particular ethnic group.

Miner stated that historical notes should also be made when reviewing Scorecard Report data. For example, Miner continued, the budget cuts of 2003-2004, Measure E construction, and curriculum reductions were examples of factors that were out of the college's control, but still affected enrollment patterns. Erica Onugha commented that one ongoing challenge for the campus was determining priorities, in light of state requirements, while attempting to meet the needs of our student population. Miner concurred with Onugha's sentiments, noting that this was a national concern. Miner reported that the Department of Education had announced the implementation of a college rating system, which would be based on the gainful employment data of a college's graduates. This system, Miner stated, could potentially harm an institution's reputation, and its program eligibility, if a college was given a low rating.

Kuo presented the next momentum point, to attain thirty semester unit or forty-five quarter units within the first three years of enrollment. In general, Foothill was above the state average. Kuo said that Latinos performed at a lower rate when compared to other ethnic groups, while African Americans performed at a higher rate than the state average. Kuo reported out on the basic skills education program, stating that Foothill was more successful when compared to the state.

Kuo reviewed the Career Technical Education (CTE) outcome data, noting that Foothill consistently performed lower than the state. Kuo commented that the campus might want to review this data in more detail. Nanette Solvason asked, if a student had already earned a bachelor's degree, would their enrollment be reflected in this data? John Mummert noted that if Solvason's concerns were true, then most apprenticeship programs could not be counted as a success. Kuo replied that the CTE data counted first-time student enrollment in CTE programs, meaning it only included those students that had not previously enrolled in a CTE course. LaManque stated that the new student status was irrelevant as there was great variation with each program, but that the number of certifications awarded should be noted.

Meredith Heiser asked if De Anza College collected the same data for the Scorecard as Foothill. Heiser suggested that Foothill and De Anza compare data results. Starer and Peter Murray responded that the campus had different student demographics and that each population had specific needs. Kuo concluded that programs could submit a research request, if a program wanted more data on their student population.

## **7. Questions/Concerns/Announcements**

Kuo reminded PaRC that the Faculty & Staff Prioritization Survey closed Friday. So far, only six PaRC members had voted. Kuo noted that the results of the survey would be presented at the May 21, 2014 PaRC meeting.

Swett shared a Student Orientation Assessment & Registration (SOAR) update and flyer. Swett reported that the May 4, 2014 SOAR event served one hundred and forty-four students. The next SOAR would take place on May 11, 2014. Swett reminded PaRC that there was a Student Services lunch on Tuesday, May 13, 2014 and that all were welcome to attend.

Starer reported that a cohort of eleven Foothill staff would attend the equity institute in Southern California.