

Planning and Resource Council Annual Planning Calendar  
2013-2014

2013-14 Cycle Summary

Cycle Component	Summer	Fall	Winter	Spring
Accreditation		Convene Midterm Report Writing Group	Annual Report submitted to ACCJC	-Present Midterm Report to PaRC (May) -Present Midterm Report to Board (July)
Core Mission Work Groups		Present objectives		Present reflections
Departments/Programs		Complete Program Review & Submit Requests		
Divisions			Complete Program Review	
Educational and Strategic Master Plan				Draft updated version to PaRC
Governance Handbook	IP & B Task force meets	Update and Revise as needed		Governance Survey distributed and discussed
Learning Outcomes Assessment Cycle		-Course-Level, Program Level, Administrative Unit, Service Area SLO Reflections – 3 <sup>rd</sup> week -Annual SLO Report to ACCJC	Course Level – 3 <sup>rd</sup> week	Course Level – 3 <sup>rd</sup> week
PaRC: FTE Allocations		Review 2013-14 FTE prioritizations		Prioritize FTE for 2014-15
Resource Prioritization ( <i>OPC &amp; Workforce Workgroup</i> )		- <i>OPC</i> : Review resource prioritization rubric - <i>Workforce Workgroup</i> : Review Perkins criteria	<i>Workforce Workgroup</i> : Present Perkins recommendations to PaRC	<i>OPC</i> : Present resource prioritization recommendations to PaRC
Program Review Committee (PRC)		Review Comprehensive Program Review Rubric	Evaluate Comprehensive Program Reviews	Present Comprehensive Program Review recommendations to PaRC

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2013-2014

Fall Quarter, Year 2 of Cycle

October 2 PaRC Meeting	October 16 PaRC Meeting
<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• Welcome Back (Confirm members)</li> <li>• Accreditation Update – Hueg/Kuo/Messina               <ul style="list-style-type: none"> <li>○ Planning for Midterm Report (due October 2014)</li> </ul> </li> <li>• Review ILOs and Values (ongoing through 2013-14) – Kuo</li> <li>• Equity Plan Update – Miner               <ul style="list-style-type: none"> <li>○ Review existing committee in Governance Handbook – Kuo</li> <li>○ Suggested revisions – Kuo</li> </ul> </li> <li>• IP&amp;B Task Force Recommendations – Annual &amp; Comprehensive Templates – 1<sup>st</sup> Read – Messina/Gawlick/Kuo</li> <li>• Core Mission Template of Objectives for 11/16 mtg. – Kuo</li> <li>• Reorganization Update – Messina/Swett</li> </ul>	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• Facilities Update – Davis-Visas</li> <li>• Educational Center Update – Girardelli</li> </ul>
<p><b>Reports/Discussion</b></p> <ul style="list-style-type: none"> <li>• President’s Update: FTEF, Resource Allocation spreadsheet (on website) – Miner</li> </ul>	<p><b>Reports/Discussion</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>• Approve 6/19 Minutes</li> <li>• Approve PaRC Planning Calendar (6 Year Cycle)</li> <li>• Review &amp; Approve Planning and Resource Council Annual Planning Calendar 2013-14 - Miner</li> </ul>	<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>• Approve 10/2 Meeting Minutes</li> <li>• IP&amp;B Task Force Recommendations – Annual &amp; Comprehensive Templates – 2<sup>nd</sup> Read for Approval</li> <li>• Approve Student Equity Committee Structure Revisions</li> </ul>
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Tech Conference October 24-25 – Swett</li> <li>• Review ILOs and Values (ongoing through 2013-14)</li> <li>• Discussion of Student Equity Plan (ongoing through 2013-14)</li> </ul>
<p><b>Materials for 10/2 Meeting Due: Wednesday, September 25</b> <b>Materials Available for Public: Thursday, September 26</b></p>	<p><b>Materials for 10/16 Meeting Due: Wednesday, October 9</b> <b>Materials Available for Public: Thursday, October 10</b></p>

Meetings this month:

OPC: Standing Meeting - Every Monday from 2:30-4PM in the President’s Conference Room (10/7, 10/14, 10/21, 10/28)

Basic Skills Workgroup: October 3<sup>rd</sup> from 2:30-4PM in the President’s Conference Room

Workforce Workgroup: Standing Meeting - The 2<sup>nd</sup> Tuesday of every month 2:30-4PM in the President’s Conference Room (10/8)

Transfer Workgroup: TBD

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Fall Quarter, Year 2 of Cycle

November 6 PaRC Meeting	November 20 PaRC Meeting
<b>New Business</b> <ul style="list-style-type: none"> <li>• Core Mission Workgroup Objectives 2013-14               <ul style="list-style-type: none"> <li>○ #1 – Basic Skills Workgroup</li> <li>○ #2 – Workforce Workgroup</li> <li>○ #3 – Transfer Workgroup</li> <li>○ #4 – OPC (Stewardship of Resources)</li> </ul> </li> <li>• Outreach Update – Duran</li> <li>• Marketing Update – White</li> </ul>	<b>New Business</b> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>Reports/Discussion</b> <ul style="list-style-type: none"> <li>•</li> </ul>	<b>Reports/Discussion</b> <ul style="list-style-type: none"> <li>• PRC Update (membership &amp; timeline) – PRC</li> <li>• PRC Rubric Presentation – PRC</li> <li>• OPC Rubric Presentation – OPC</li> <li>• Basic Skills Fund Rubric Presentation – Messina</li> <li>• Perkins Rubric Presentation – Mummert</li> </ul>
<b>Action Items</b> <ul style="list-style-type: none"> <li>• Approve 10/16 Meeting Minutes</li> </ul>	<b>Action Items</b> <ul style="list-style-type: none"> <li>• Approve 11/6 Meeting Minutes</li> </ul>
<b>Notes:</b> <ul style="list-style-type: none"> <li>• Review ILOs and Values (ongoing through 2013-14)</li> <li>• Discussion of Student Equity Plan (ongoing through 2013-14)</li> <li>• Holiday November 11</li> </ul>	<b>Notes:</b> <ul style="list-style-type: none"> <li>• Review ILOs and Values (ongoing through 2013-14)</li> <li>• Discussion of Student Equity Plan (ongoing through 2013-14)</li> <li>• Holiday November 28-29</li> </ul>
<b>Materials for 11/6 Meeting Due: Wednesday, October 30</b> <b>Materials Available for Public: Thursday, October 31</b>	<b>Materials for 11/20 Meeting Due: Wednesday, November 13</b> <b>Materials Available for Public: Thursday, November 14</b>

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

Planning and Resource Council Annual Planning Calendar  
2013-2014

Fall Quarter, Year 2 of Cycle

December 4 PaRC Meeting	December 18 PaRC Meeting
<b>New Business</b> <ul style="list-style-type: none"> <li>Accreditation Midterm Report Update – Hueg/Kuo/Messina</li> </ul>	<b>New Business</b> <ul style="list-style-type: none"> <li>No Meeting</li> </ul>
<b>Reports/Discussion</b> <ul style="list-style-type: none"> <li>Student Equity Plan Update – Student Equity Workgroup</li> <li>ESMP Update - Kuo</li> </ul>	<b>Reports/Discussion</b> <ul style="list-style-type: none"> <li></li> </ul>
<b>Action Items</b> <ul style="list-style-type: none"> <li>Approve 11/20 Meeting Minutes</li> <li>Approve PRC Rubric</li> <li>Approve OPC Rubric</li> </ul>	<b>Action Items</b> <ul style="list-style-type: none"> <li></li> </ul>
<b>Notes:</b> <ul style="list-style-type: none"> <li>Final Exams begin December 10</li> <li>Fall Quarter ends December 13</li> <li>Annual Program Review Deadline is December 13 – All program reviews must be submitted to Deans</li> <li>Review ILOs and Values (ongoing through 2013-14)</li> </ul>	<b>Notes:</b> <ul style="list-style-type: none"> <li>Winter Break December 16 – January 3</li> <li>Holiday December 24-27, December 31 – January 1</li> </ul>
<b>Materials for 12/4 Meeting Due: Monday, November 26*</b> <b>Materials Available for Public: Tuesday, November 27*</b> <small>*Due date/Posting date are earlier for the Thanksgiving Holiday</small>	<b>Materials for 12/18 Meeting Due:</b> <b>Materials Available for Public:</b>

December 13 – Instructional and Student Services Program Review are due to their respective dean/director.

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

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Planning and Resource Council Annual Planning Calendar  
2013-2014

Winter Quarter, Year 2 of Cycle

January 1 PaRC Meeting	January 15 PaRC Meeting
<b>New Business</b> <ul style="list-style-type: none"> <li>• No Meeting</li> </ul>	<b>New Business</b> <ul style="list-style-type: none"> <li>• Professional Development Update – Baker/Chenoweth/Stefonik</li> <li>• Facilities &amp; Fiscal Plan – Slater</li> <li>• Budget Update – Slater</li> </ul>
<b>Reports/Discussion</b> <ul style="list-style-type: none"> <li>•</li> </ul>	<b>Reports/Discussion</b> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>Action Items</b> <ul style="list-style-type: none"> <li>•</li> </ul>	<b>Action Items</b> <ul style="list-style-type: none"> <li>• Approve 12/4 Minutes</li> </ul>
<b>Notes:</b> <ul style="list-style-type: none"> <li>• Winter Quarter starts January 6</li> </ul>	<b>Notes:</b> <ul style="list-style-type: none"> <li>• Review ILOs and Values (ongoing through 2013-14)</li> <li>• Discussion of Student Equity Plan (ongoing through 2013-14)</li> <li>• Holiday January 20</li> </ul>
<b>Materials for 1/1 Meeting Due:</b> <b>Materials Available for Public:</b>	<b>Materials for 1/15 Meeting Due: Wednesday, January 8</b> <b>Materials Available for Public: Thursday, January 9</b>

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

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

Planning and Resource Council Annual Planning Calendar  
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Winter Quarter, Year 2 of Cycle

February 5 PaRC Meeting	February 19 PaRC Meeting
<b>New Business</b> <ul style="list-style-type: none"> <li>President's Office AU-SLOs – Miner</li> </ul>	<b>New Business</b> <ul style="list-style-type: none"> <li>Sustainability Update – Casey/Davis-Visas</li> <li>DSPS Update – Ong/Dobbins</li> </ul>
<b>Reports/Discussion</b> <ul style="list-style-type: none"> <li></li> </ul>	<b>Reports/Discussion</b> <ul style="list-style-type: none"> <li>Accreditation Annual Report – 1<sup>st</sup> Read – Hueg/Kuo/Messina               <ul style="list-style-type: none"> <li>Review Institutional Standards</li> </ul> </li> </ul>
<b>Action Items</b> <ul style="list-style-type: none"> <li>Approve 1/15 Meeting Minutes</li> </ul>	<b>Action Items</b> <ul style="list-style-type: none"> <li>Approve 2/5 Meeting Minutes</li> </ul>
<b>Notes:</b> <ul style="list-style-type: none"> <li>Review ILOs and Values (ongoing through 2013-14)</li> <li>Discussion of Student Equity Plan (ongoing through 2013-14)</li> <li>Holiday February 14, 17</li> </ul>	<b>Notes:</b> <ul style="list-style-type: none"> <li>Review ILOs and Values (ongoing through 2013-14)</li> <li>Discussion of Student Equity Plan (ongoing through 2013-14)</li> </ul>
<b>Materials for 2/5 Meeting Due: Wednesday, January 29</b> <b>Materials Available for Public: Thursday, January 30</b>	<b>Materials for 2/19 Meeting Due: Monday, February 12</b> <b>Materials Available for Public: Tuesday, February 13</b>

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

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

Planning and Resource Council Annual Planning Calendar  
2013-2014

Winter Quarter, Year 2 of Cycle

March 5 PaRC Meeting	March 19 PaRC Meeting
<b>New Business</b> <ul style="list-style-type: none"> <li>•</li> </ul>	<b>New Business</b> <ul style="list-style-type: none"> <li>• Perkins Presentation – Mummert</li> </ul>
<b>Reports/Discussion</b> <ul style="list-style-type: none"> <li>• Review ILOs and Values – 1<sup>st</sup> Read – ILOs/Values Workgroup</li> </ul>	<b>Reports/Discussion</b> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>Action Items</b> <ul style="list-style-type: none"> <li>• Approve 2/19 Meeting Minutes</li> <li>• Review Accreditation Annual Report – 2<sup>nd</sup> Read for Approval</li> </ul>	<b>Action Items</b> <ul style="list-style-type: none"> <li>• Approve 3/5 Meeting Minutes</li> <li>• Review ILOs and Values – 2<sup>nd</sup> Read for Approval</li> </ul>
<b>Notes:</b> <ul style="list-style-type: none"> <li>• Discussion of Student Equity Plan (ongoing through 2013-14)</li> </ul>	<b>Notes:</b> <ul style="list-style-type: none"> <li>• Final Exams begin March 25</li> <li>• Winter Quarter ends March 28</li> <li>• Discussion of Student Equity Plan (ongoing through 2013-14)</li> </ul>
<b>Materials for 3/5 Meeting Due: Wednesday, February 26</b> <b>Materials Available for Public: Thursday, February 27</b>	<b>Materials for 3/19 Meeting Due: Wednesday, March 12</b> <b>Materials Available for Public: Thursday, March 13</b>

Week of March 3 – VPs meet with each other to create one prioritized resource request list

Week of March 17 – VPs present their prioritized resource request to OPC (except for faculty & staff request prioritizations)

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:



Planning and Resource Council Annual Planning Calendar  
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Spring Quarter, Year 2 of Cycle

April 2 PaRC Meeting	April 16 PaRC Meeting
<b>New Business</b> <ul style="list-style-type: none"> <li>No Meeting</li> </ul>	<b>New Business</b> <ul style="list-style-type: none"> <li>Budget Update – Slater</li> </ul>
<b>Reports/Discussion</b> <ul style="list-style-type: none"> <li></li> </ul>	<b>Reports/Discussion</b> <ul style="list-style-type: none"> <li>Faculty &amp; Staff Request Presentation – Messina/Mummert/Slater/Swett</li> <li>Program Review Committee Recommendations – 1<sup>st</sup> Read – PRC</li> </ul>
<b>Action Items</b> <ul style="list-style-type: none"> <li></li> </ul>	<b>Action Items</b> <ul style="list-style-type: none"> <li>Approve 3/19 Meeting Minutes</li> <li>Accept Perkins Funding Recommendations</li> </ul>
<b>Notes:</b> <ul style="list-style-type: none"> <li>Spring Break March 31 – April 4</li> <li>Spring Quarter starts April 7</li> </ul>	<b>Notes:</b> <ul style="list-style-type: none"> <li>Discussion of Student Equity Plan (ongoing through 2013-14)</li> </ul>
<b>Materials for 4/2 Meeting Due:</b> <b>Materials Available for Public:</b>	<b>Materials for 4/16 Meeting Due: Wednesday, April 9</b> <b>Materials Available for Public: Thursday, April 10</b>

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

Planning and Resource Council Annual Planning Calendar  
2013-2014

Spring Quarter, Year 2 of Cycle

May 7 PaRC Meeting	May 21 PaRC Meeting
<b>New Business</b> •	<b>New Business</b> •
<b>Reports/Discussion</b> • Student Equity Plan – 1 <sup>st</sup> Read – Student Equity Workgroup • Accreditation Midterm Report Draft – 1 <sup>st</sup> Read – Hueg/Kuo/Messina • Scorecard Report – Kuo • VP Update on Prioritization of Faculty & Staff (In response to PRC’s recommendations on 4/16) - Messina/Mummert/Slater/ Swett	<b>Reports/Discussion</b> • OPC/Resource Allocation Recommendations – 1 <sup>st</sup> Read – OPC • May Revise – Slater
<b>Action Items</b> • Approve 4/16 Meeting Minutes	<b>Action Items</b> • Approve 5/7 Meeting Minutes • Program Review Committee Recommendations – 2 <sup>nd</sup> Read for Approval • Student Equity Plan – 2 <sup>nd</sup> Read for Approval
<b>Notes:</b> • Faculty & Staff Prioritization Survey Opens	<b>Notes:</b> • Governance Survey Open • Holiday May 26
<b>Materials for 5/7 Meeting Due: Wednesday, April 30</b> <b>Materials Available for Public: Thursday, May 1</b>	<b>Materials for 5/21 Meeting Due: Wednesday, May 14</b> <b>Materials Available for Public: Thursday, May 15</b>

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup:

Planning and Resource Council Annual Planning Calendar  
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Spring Quarter, Year 2 of Cycle

June 4 PaRC Meeting	June 18 PaRC Meeting
<b>New Business</b> •	<b>New Business</b> •
<b>Reports/Discussion</b> • Review Faculty & Staff Prioritization Survey Results – Kuo	<b>Reports/Discussion</b> • Governance Survey Reporting Out – Kuo ○ Review of PaRC's self assessment, discussion on how to make improvements • ESMP – 1 <sup>st</sup> Read – Kuo
<b>Action Items</b> • Approve 5/21 Meeting Minutes • Approval of Resource Allocation Recommendations (including Faculty & Staff prioritizations) • Accreditation Midterm Report – 2 <sup>nd</sup> Read for Approval (to Board in July)	<b>Action Items</b> • Approval 6/4 Meeting Minutes • Approval of Faculty & Staff Recommendations • Re-convene Summer Task Force (update charge)
<b>Notes:</b> •	<b>Notes:</b> • Final Meeting of 2013-2014 • President's modifications on FTE recommendations to report out in Fall 2014 • Final Exams start June 24 • 2014 Graduation June 27
<b>Materials for 6/4 Meeting Due: Wednesday, May 28</b> <b>Materials Available for Public: Thursday, May 29</b>	<b>Materials for 6/18 Meeting Due: Wednesday, June 11</b> <b>Materials Available for Public: Thursday, June 12</b>

Meetings this month:

OPC:

Basic Skills Workgroup:

Workforce Workgroup:

Transfer Workgroup: