



FOOTHILL COLLEGE
Planning and Resource Council (PaRC)
Wednesday, October 2, 2013
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 Back (Confirm Members)	Judy Miner	
2	1:35-1:38	Approval of Minutes: June 19, 2013	Judy Miner	Action
3	1:38-1:41	Approval of PaRC Planning Calendar (6 Year Cycle)	Elaine Kuo	Action
4	1:41-1:45	Review & Approve Planning and Resource Council (PaRC) Annual Planning Calendar 2013-14	Judy Miner	Action
5	1:45-1:55	Emergency Hire Request – Allied Health Programs – 2 Positions	Nanette Solvason	Action
6	1:55-2:05	President's Update: FTEF, Resource Allocation Spreadsheet	Judy Miner	Discussion
7	2:05-2:15	Accreditation Update - Planning for Midterm Report (due October 2014)	Kimberlee Messina/ Kurt Huelg/ Elaine Kuo	Discussion
8	2:15-2:25	Review ILOs and Values (ongoing through 2013-14)	Judy Miner	Discussion
9	2:25-2:35	Equity Plan Update <ul style="list-style-type: none">• Review existing committee in Governance Handbook• Suggested revisions	Elaine Kuo/ Judy Miner	Discussion
10	2:35-2:45	IP&B Task Force Recommendations – Annual & Comprehensive Templates – 1 st Read	Kimberlee Messina/ Elaine Kuo/ Craig Galwick	Discussion
11	2:45-2:48	Core Mission Template of Objectives for 11/16 Meeting	Elaine Kuo	Discussion
12	2:48-2:58	Reorganization Update	Kimberlee Messina/ Denise Swett	Discussion
13	2:58-3:00	Questions/Concerns/Announcements	Judy Miner	Discussion

AGENDA ITEM ATTACHMENTS:

- Item 2: Draft Minutes of June 19, 2013 Meeting
- Item 3: Draft PaRC Planning Calendar (6 Year Cycle)
- Item 4: Draft Planning and Resource Council (PaRC) Annual Planning Calendar 2013-14
- Item 5a: Emergency Hire Request – Allied Health Program: Veterinary Technology – 1 Position
- Item 5b: Emergency Hire Request – Allied Health Program: Dental Hygiene – 1 Position

Item 6a: FTEF Update
Item 6b: Resource Allocation Spreadsheet
Item 9: Student Equity Presentation
Item 10a: IP&B Recommendations
Item 10b: Program Review and Resource Prioritization Timeline 2013-14
Item 10c: Instructional Program Review Cover Page
Item 10d: Comprehensive Instructional Program Review Template for 2013-2014
Item 10e: Annual Instructional Program Review Template for 2013-2014
Item 10f: Administrative Unit Program Review Cover Page
Item 10g: Comprehensive Administrative Unit Program Review Template for 2013-2014
Item 10h: Annual Administrative Unit Program Review Template for 2013-2014
Item 11a: Core Mission Workgroup Template of Definitions
Item 11b: Core Mission Workgroup Template of Objectives
Item 11c: Core Mission Workgroup Template of Reflections

Meeting began at 1:33PM.

Present:

Adiel Velazques, Alex Baker, April Henderson, Bernata Slater, Bernie Day, Carolyn Holcroft, Casie Wheat, Charlie McKellar, Craig Galwick, Dawn Girardelli, Denise Swett, Dolores Davison, Elaine Kuo, Erica Onugha, John Mummert, Judy Miner, Kimbelee Messina, Kurt Hueg, Lauren Wilson, Mark Anderson, Maureen Chenoweth, Meredith Heiser, Mia Casey, Nanette Solvason, Omar Zeitoun, Paul Starer, Peter Murray, Rovert Cormia, Roberto Sias, Sara Munoz, Susan Gutkind

1. Welcome Back

Judy Miner welcomed the group to the first PaRC meeting of the 2013-2014 academic year. New members were introduced.

2. Approval of Minutes: June 19, 2013

Minutes approved by consensus.

3. Approval of PaRC Planning Calendar (6 Year Cycle)

Elaine Kuo reviewed the PaRC Planning Calendar (6 year cycle), which was presented to PaRC as a first read at the June 19th meeting. Currently, the existing PaRC Planning Calendar is based on a three-year cycle. Kuo recommended that PaRC adopt the six-year cycle so that on the seventh year, in which accreditation would occur, all documents and processes would be current for the accreditation process.

PaRC Planning Calendar (6 Year Cycle) adopted by consensus.

4. Review & Approve Planning and Resource Council (PaRC) Annual Planning Calendar 2013-14

Planning and Resource Council (PaRC) Annual Planning Calendar 2013-14 approved by consensus.

5. Emergency Hire Request – Allied Health Programs – 2 Positions

Kimberlee Messina spoke on behalf of Nanette Solvason. Messina explained that there is a need for two emergency hires in the Biological & Health Sciences Division (BHS) because the division had received a letter of retirement from the Veterinary Technician Program and the Dental Hygiene Program. Both vacancies will be director positions, which are required for the programs' accreditation. BHS hopes to fill these two vacancies during the academic year. The Veterinary Technician and Dental Hygiene programs have strong enrollment and high job placement for graduates.

The emergency hire request for the two vacant positions in BHS was adopted by consensus.

6. President's Update: FTEF, Resource Allocation Spreadsheet

Miner provided an update to the FTEF spreadsheet. Miner reminded PaRC that an emergency hire for one position in Psychology was approved at the last meeting. The Business & Social Sciences Division has not yet received a retirement notice; when the retirement is announced, the department will look to hire.

Miner reported that she had made a request to the District for eight positions. Currently, Foothill is waiting to hear from the District as to what positions the college will be allowed to fill. Paul Starer asked when the District would announce their decision on the proposed eight positions. Miner replied that she is following up on the issue.

Miner reviewed the resource allocation spreadsheet and process. The process is as follows: PaRC reviews all resource allocation requests received; the president reviews the requests and dollar amounts; the president then provides rationale as to why a request was given funding or not. Currently, there are some requests that are in need of more information. Miner asked that responsible parties provide the requested information by November 30th, so that incomplete items can be acted upon for the coming fiscal year.

7. Accreditation Update - Planning for Midterm Report (due October 2014)

Kurt Hueg began the update with a request for volunteers to join the steering committee to work on the midterm report. Messina commented that the timeline for the midterm report is now compressed. The report is not due until October 2014, but because of the internal and board approval processes, the report must be completed in the spring.

Kuo reported that she attended the accreditation liaison training. She gave a review of some topics that the ACCJC will be looking for during accreditation, including: institutional standards and online education standards. Kuo announced that the ACCJC is working to revise some of the standards as well. The ACCJC has not yet published a draft on the new standards.

8. Review ILOs and Values (ongoing through 2013-14)

Miner introduced the topic by stating that the college's institutional learning outcomes (ILOs) need to be assessed this year. Messina added that the college utilized the Community Survey of Student Engagement (CSSE) in 2012 to collect data for ILOs. She noted that it would be helpful to collect and interpret data on our current ILOs prior to changing them. This year Denise Swett's office will be administering the survey to classes around campus. Swett and Kuo will be working together to come up with questions for the survey. They invited others to join and create a committee to generate survey questions. December 8th is the deadline for submitting customized questions. Kuo commented that this type of data collection and utilization during the ILO reflection process is an example of what the ACCJC will be looking for during accreditation.

9. Equity Plan Update

Erica Onugha introduced herself as a member of the Student Equity Committee. Kuo reviewed the existing Student Equity Committee in Governance Handbook. In the past, the vice president of student services chaired the committee. The committee's main objective was to produce an equity plan and submit it to the Chancellor's Office. The last plan was submitted in 2010. The next equity plan will be due in the spring of 2014 and will need to go to the Board of Trustees by June. Last year, the Student Equity Committee moved from Student Services to under the leadership of the President's Office. Mia Casey reported that in 2012-2013, President Miner met with groups across campus to gather feedback and a small taskforce was developed over the summer. Their work is posted on the Equity website (see Mia Casey for details).

Kuo reviewed the proposed changes to the Student Equity Committee. She proposed that the Student Equity Committee become a core mission workgroup. It could follow the tri-chair model and have voting members at PaRC. The equity plan could be the primary agenda of the workgroup, and if PaRC supports the change, the workgroup could then pursue more items (accountability of the plan, etc.). Carloyn Holcraft and Maureen Chenoweth agreed that the Student Equity Committee could partner with other workgroups, as they share some of the same goals.

Miner commented that having the Student Equity Committee, as a workgroup, would then allow for the group to participate in the resource allocation process, and to make requests. If there is consensus from PaRC, Miner continued, the group could then have an initial budget to give money to prioritize and carry out a particular agenda.

Miner repeated that this is a first read of the item. PaRC is to vote on this item at the October 16th meeting.

10. IP&B Task Force Recommendations – Annual & Comprehensive Templates – 1st Read

Messina reported that the IP&B group had strong participation over the summer. IP&B was successful in integrating OPC and PRC feedback to create clearer instructions and prompts. The templates now include the mission statement and also incorporate stronger equity prompts. Slater commented that when groups make resource requests, they should also document the requests within the content of their annual and comprehensive reviews. Slater stated that OPC's resource prioritization processes are based on the program review documents; thus groups should be consistent with data provided in their program review.

Paul Starer asked if IP&B could review the templates earlier in the year. Currently, the process allots one month for programs to complete the reviews. Messina responded that IP&B usually work over the summer; however, she is open to having IP&B review the templates during the academic year. Peter Murray asked if it was possible to review the overall schedule and cycle process for the purposes of assessing the amount of time required for each task. Messina replied that data changes, institutional decisions, and PaRC approval would be required to make process changes.

Messina invited PaRC to review the templates and welcomed editorial changes. She stated that groups could begin the program review process. Once approved by PaRC, the annual and comprehensive templates will be provided as a package from Student Services. Lastly, Messina announced that the program review reflections are due the third week of the quarter, and that help requests should be forwarded to Craig Galwick.

11. Core Mission Template of Objectives for 11/16 Meeting

Kuo reported that the core mission workgroups do not participate in the program review processes. They are, however, accountable for the shared governance processes through two reports: the core mission workgroup objectives and the core mission workgroup reflections. Each workgroup will present their core mission of objectives at the November 6th PaRC meeting. The core mission workgroup reflections will be due in May.

12. Reorganization Update

Denise Swett provided a handout that reviewed Student Services retirements, transfers, and the reorganization of job duties in manager areas. Swett stated that she is currently working on a presentation, which will show what Foothill has done with the Student Success Act.

Messina reported out on the changes in the Office of Instruction. Kurt Hueg is no longer the Associate Vice President (AVP) of External Relations, and is now the Dean of BSS. Messina said that the AVP position would shift away from the area of public relations and marketing to instruction. The AVP of instruction will oversee ALOs, curriculum, scheduling, and also work with the director of marketing. Miner commented that if there were questions, Bernata Slater could speak on how retirements have impacted Foothill positions, responsibilities, and functions.

13. Questions/Concerns/Announcements

None.