



**FOOTHILL COLLEGE**  
**Planning and Resource Council (PaRC)**  
**Wednesday, October 16, 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

<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: October 2, 2013	Judy Miner	Action
3	1:40-1:50	IP&B Task Force Recommendations – Annual & Comprehensive Templates – 2 <sup>nd</sup> Read for Approval	Kimberlee Messina/ Elaine Kuo/ Craig Gawlick	Action
4	1:50-2:00	Student Equity Committee Structure Revisions – 2 <sup>nd</sup> Read for Approval	Judy Miner/ Elaine Kuo	Action
5	2:00-2:15	IP&B Task Force Recommendations – Annual & Comprehensive Templates for Student Services – 1 <sup>st</sup> Read	Kimberlee Messina/ Elaine Kuo/ Craig Gawlick	Discussion
6	2:15-2:40	FHDA Ed Center Update	Dawn Girardelli	
7	2:40-2:50	Adult Learners Initiative	Denise Swett	
8	2:50-3:00	Questions/Concerns/Announcements	Judy Miner	

**ATTACHMENTS:**

- Item 2: Draft Meeting Minutes from October 2, 2013
- Item 3a: IP&B Recommendations
- Item 3b: Program Review and Resource Prioritization Timeline 2013-14
- Item 3c: Instructional Program Review Cover Page
- Item 3d: Comprehensive Instructional Program Review Template for 2013-2014
- Item 3e: Annual Instructional Program Review Template for 2013-2014
- Item 3f: Administrative Unit Program Review Cover Page
- Item 3g: Comprehensive Administrative Unit Program Review Template for 2013-2014
- Item 3h: Annual Administrative Unit Program Review Template for 2013-2014
- Item 4: Student Equity Presentation

Item 5a: Student Services Program Review Cover Page  
Item 5b: Annual Student Services Program Review Template for 2013-2014  
Item 5c: Comprehensive Student Services Program Review Template for 2013-2014  
Item 6: FHDA Ed Center Presentation

## **1. Welcome**

Judy Miner welcomed the group. Miner announced Denise Perez as the new OPC Classified Committee Chair and Meredith Heiser as the new OPC Faculty Committee Chair.

## **Additional Agenda Item: Positions Update – Bernata Slater**

Slater provided a handout on the positions update. The District approved the eight positions previously requested by President Miner in the spring of 2013. Slater gave two updates: first, a counselor position was changed to a faculty position for Shirley Treanor who returned to the classroom this academic year; second, due to lay offs at De Anza College, the other counselor position would be offered to a De Anza counselor. Slater reported that the vacancies from 2013-14 have rolled over, funding has been allocated, and the processes of hiring could now begin.

## **2. Approval of Minutes: October 2, 2013**

Minutes approved by consensus.

## **3. IP&B Task Force Recommendations – Annual & Comprehensive Templates – 2<sup>nd</sup> Read for Approval**

Craig Gawlick reported on the IP&B Task Force Recommendations – Annual & Comprehensive Templates which were presented at the October 2, 2013 PaRC meeting. Gawlick noted that he did not receive any feedback since the first read of the templates.

IP&B Task Force Recommendations – Annual & Comprehensive Templates approved by consensus.

## **4. Student Equity Committee Structure Revisions – 2<sup>nd</sup> Read for Approval**

Dolores Davidson and Roberto Sias announced that both the Academic Senate and the Classified Senate accepted the proposed revisions to the Student Equity Committee structure. Adiel Velasquez stated that although the ASFC did not have an opportunity to comment on the proposed changes, he did not foresee any objections; Velasquez then accepted the changes on behalf of the ASFC.

Student Equity Committee Structure Revisions approved by consensus.

## **5. IP&B Task Force Recommendations – Annual & Comprehensive Templates for Student Services – 1<sup>st</sup> Read**

Gawlick reviewed the Annual and Comprehensive Templates for Student Services. He noted that the template revisions now allow Student Services to report out on all departmental components, populations, and responsibilities.

Bernata Slater commented that the template's March 17<sup>th</sup> deadline to submit requests to OPC would be almost impossible. Slater recommended that the deadline be moved to an earlier date to give OPC more time to process the requests. Elaine Kuo noted that the Student Services template only contained the compressed timeline. Kuo then encouraged each group to refer back to their specific template cover page for the complete timeline and listing of deadlines.

Miner reminded PaRC that all constituencies should review the Annual and Comprehensive Templates for Student Services prior to the next PaRC meeting.

## **6. FHDA Ed Center Update**

Dawn Girardelli reviewed the FHDA Ed Center PowerPoint presentation. This presentation was previously presented at the August 26, 2103 Board of Trustees Meeting by John Mummert. Girardelli stated that the purpose of the Ed Center is to conjoin and enhance programs from Foothill College, De Anza College, and Mission College.

The Ed Center will house the hallmark programs of the Middlefield Campus, including: general education courses, Child Development, Pharmacy Technician, and Paramedic/EMT programs. In addition, courses in business and computer science will also be taught at this location. The Family Engagement Institute, the Outreach Office and the Student Success Center will relocate from Middlefield to the Ed Center as well.

Paul Starer asked if Foothill would maintain a presence on the Middlefield Campus once the Ed Center is open. Miner replied that the expectation would be to have Physical Education remain at Middlefield, but that may be the only Foothill program.

Girardelli continued to report that construction on the facility had already begun. The center will have nineteen classrooms and labs. With the exception of the café, the entire building's floor space will be designed as flex space. The facility will have state of the art technology with both hardwire computer labs and cloud network connections. Additionally, the City of Mountain View is planning to update the transportation routes, including bike paths.

Meredith Heiser asked about any potential legal repercussions from the Department of Education (DOE) in the event that the District missed the Fall 2016 opening date. Miner stated that the DOE could charge a fee; however, the only anticipated delay in the Ed Center timeline would come from the Department of General Services, Division of the State Architect, which, Miner commented, is out of the District's control. Miner assured PaRC that the District is ready for any eventuality.

Alex Baker questioned the projected increase in the Ed Center's enrollment, commenting that Foothill College's enrollment has recently plateaued. Girardelli stated that the lowest recorded increase in enrollment when a new educational center had opened was seventeen percent. Girardelli went on to say that the Ed Center would be a collaboration of three colleges, an accomplishment that has never before happened in California. The four cornerstones of the center would include: general education courses, workforce development, academic and personal development, and non-credit and community education—all areas which have potential to increase enrollment.

Girardelli reviewed the upcoming Ed Center planning meetings. At the December meeting, the group will discuss the conjoining MOU between Foothill College, De Anza College, and Mission College. Miner stated that Foothill would have priority when scheduling rooms and course times. Girardelli added that initially, there might be more Mission College courses than De Anza College courses at the Ed Center because De Anza College has decided to focus on their Cupertino campus.

April Henderson requested more details on the Ed Center staffing. Denise Swett reiterated that the Middlefield programs and staff will be moving to the Ed Center; and in addition, there will be a need for more student services staff, which is a requirement for the center's accreditation. Girardelli concluded the presentation by stating that the Ed Center has potential to be a campus that could serve the community seven days a week.

## **7. Adult Learner Initiative**

Swett provided a handout on the Adult Learner Initiative (ALI). Swett defined adult learners as students ages twenty-five years and older. Currently, about 44% of Foothill students are adult learners; and thus, Swett stated, there is a need for a plan to better serve these nontraditional students. ALI will do the following: maintain a website with references and referrals to services for adult learners, provide demographic specific financial aid information and career advancement advising, and also provide an assortment of learning options (short-term programs, late start courses, and single meeting courses

with focus on updating skills). In addition, Foothill is currently working with UC Davis to educate adult learners about the UC transfer pathways. Swett hopes that this initiative will be another part of the student services support umbrella.

Currently, campus volunteers are spearheading the initiative. Antoinette Chavez, a current adult learner and the Foothill College Student Success Outreach Assistant, will work alongside the Student Ambassador Program to provide support for ALI. Dolores Davison suggested the addition of a faculty component to ALI by holding faculty workshops or discussions that would explore the special needs and challenges of adult learner students. Meredith Heiser commented that a connection between Etudes and ALI could also be helpful. Swett confirmed that Judy Baker would be involved with providing workshops and orientations about online courses. Swett concluded by announcing that the ALI meeting schedule and program updates will be posted on the Adult Learner Initiative website: [www.foothill.edu/ali](http://www.foothill.edu/ali).

### **8. Questions/Concerns/Announcements**

Swett encouraged people to register for the free October 24-25, 2013 Tech Conference at [www.foothill.edu/techconference](http://www.foothill.edu/techconference).

Kuo announced that the next Student Equity Workgroup meeting is tentatively scheduled for November 4, 2013 at 2:00pm.

ASFC invited the campus to participate in the Veteran's Food Drive. Any canned goods and dried food can be dropped off to room 2011.