



**FOOTHILL COLLEGE**  
**Planning and Resource Council (PaRC)**  
**Wednesday, November 6, 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	1:30-1:33	Welcome	Judy Miner	
2	1:33-1:35	Approval of Minutes: October 16, 2013	Judy Miner	Action
3	1:35-1:40	IP&B Task Force Recommendations – Annual & Comprehensive Templates for Student Services – 2 <sup>nd</sup> Read for Approval	Craig Gawlick/ Elaine Kuo/ Kimberlee Messina	Action
4	1:40-2:20	Core Mission Workgroup Objectives 2013-14 1. Basic Skills Workgroup 2. Workforce Workgroup 3. Transfer Workgroup 4. OPC (Stewardship of Resources) Workgroup 5. Equity Workgroup (update)	Basic Skills Workgroup/ Workforce Workgroup/ Transfer Workgroup/ OPC Workgroup/ Equity Workgroup	
5	2:20-2:30	Administrative Reorganization	Judy Miner	
6	2:30-2:35	Persons Holding Multiple Tri-Chairs	Judy Miner	Discussion
7	2:35-2:45	Marketing Update	Chris White	
8	2:45-2:50	Accreditation Midterm Report Update (Standing item)	Dolores Davison/ Kurt Hueg/ Kimberlee Messina/ Roberto Sias	
9	2:50-2:55	Review ILOs and Values (Standing item)	Judy Miner	
10	2:55-3:00	Questions/Concerns/Announcements • December 4 <sup>th</sup> PaRC meeting - Scheduled as tentative	Judy Miner	

## **ATTACHMENTS:**

- Item 2: Draft Minutes of October 16, 2013 Meeting
- Item 3a: Student Services Program Review Cover Page
- Item 3b: Annual Student Services Program Review Template for 2013-2014
- Item 3c: Comprehensive Student Services Program Review Template for 2013-2014
- Item 9: Vision Statement

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

### **Present:**

Adiel Velasquez, April Henderson, Bernata Slater, Bernie Day, Charlie McKellar, Chris White, Craig Gawlick, Dawn Girardelli, Denise Perez, Elaine Kuo, Erica Onugha, Isaac Escoto, John Mummert, Ken Horowitz, Kimberlee Messina, Kurt Hueg, Lori Thomas, Mark Anderson, Maureen Chenoweth, Meredith Heiser, Mia Casey, Nanette Solvason, Omar Zeitoun, Paul Starer, Peter Murray, Roberto Sias, Sarah Munoz, Shelly Schreiber

### **1. Welcome**

Kimberlee Messina welcomed the group. Judy Miner was out ill. Members went around the room and introduced themselves to each other again.

### **2. Approval of Minutes: October 16, 2013**

Minutes approved by consensus.

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

Craig Gawlick reported on the IP&B Task Force Recommendations – Annual & Comprehensive Templates for Students Services which were presented at the October 16, 2013 PaRC meeting. Messina noted that they did not receive any feedback since the first read of the templates. Elaine Kuo reported that some faculty noted that on all the program review templates, in Section 2b Course Retention, there is a prompt regarding retention, which was not correct. Kuo instructed the faculty to download the updated template, or if they were working from the old template, to ignore the prompt.

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

### **4. Core Mission Workgroup Objectives 2013-14**

#### *Basic Skills Workgroup*

April Henderson reported that the Basic Skills Workgroup would like to continue the expansion of the Summer Bridge Program to 120 students. In addition, the workgroup hoped to add an English component to the program next summer. The group will continue to collaborate with Math, ESL/English and Counseling Divisions. Sarah Munoz mentioned that seventy percent of students with pre-test and post-test data increased by at least one level last year. Munoz indicated that their second objective was to support pathways to move students successfully through basic skills course sequences for the purposes of providing embedded support, or extended support, to students. The group would like to provide resources to pre-collegiate math courses to increase the number of students completing their courses by ten percent. Munoz reported that the third workgroup objective was to integrate equity into all Basic Skills Workgroup objectives. This last objective is still in the draft phase and may be incorporated as part of the first or second objective.

### *Workforce Workgroup*

Mark Anderson reported on the three Workforce Workgroup's objectives. The first objective was to identify and fund Perkins workforce programs. An important part of this objective is the group's responsibility to verify all advisory boards, which receive Perkins funding. Anderson stated that the group would continue to improve their funding processes in light of Bernata Slater's suggestions. Anderson then reported on to present the second objective, which was to increase awareness and access related to all workforce and CTE programs. The workgroup's practice to achieve this second objective would be to bring in guest speakers. Anderson invited PaRC to attend next week's guest speaker event, which hosts Kay O'Neill, the director of workforce development at Cañada College. He also invited the college to attend any of the Workforce Workgroup meetings that are held on the second Tuesday of each month. The last Workforce Workgroup objective was to increase the functionality of the Workforce webpage. Great progress has been made on the page to allow for students to access information on workforce programs. The group will continue to make improvements.

Peter Murray requested more information on how a new Perkins program is created, and what processes would be required to start a program. Murray then asked if these processes should be part of the group's objectives. John Mummert responded that the group would begin to discuss this process at the group's next meeting. Mummert commented that the group would follow the shared governance process for the disbursement of funding. In addition, at the next meeting the group would discuss the best tactical ways to get Perkins information to the divisions and also plans to recruit new faculty leads. Anderson commented that new Perkins programs and processes are uncharted territory. Mummert estimated that the processes for funding, starting new programs, and also program procedures for outcomes and evaluations would be available for the campus sometime next year.

### *Transfer Workgroup*

Paul Starer reviewed the Transfer Workgroup objectives. The workgroup would continue with their goal from last year, which was to increase the number of students from all populations on the pathway to transfer. The group would also like to meet with other workgroups to collaborate and have a college-wide forum. Lastly, Starer reported that the group would like to increase communications about the transfer process between Foothill and outside organizations and colleges.

### *OPC*

Bernata Slater shared the OPC objectives. She reported that the OPC rubric from last year has been altered due to changes in the program review format. OPC would like to incorporate equity into the rubric as well. OPC will provide guidelines and recommendations to PaRC regarding lottery fund rebalancing and also revisit the metrics used. Slater indicated that OPC would recommend a policy to PaRC on 2013-2014 B Budget carryover. Lastly, Slater noted that there was a glitch in last year's process and ETS. The process was as follows: first, OPC would receive results and provide a rating; second, the request would go to the President and PaRC for rating; and third the request would go to ETS; however, often ETS could not do what was proposed, resulting in an incomplete request. Therefore, Slater stated that ETS would be involved earlier on in the process.

### *Equity Workgroup*

Erica Onugha reported that the group's objectives would ready for the next meeting. Onugha gave an update on the newly formed workgroup's progress. The group met briefly to work on a timeline for process and to reviewed the state's equity standards. Onugha reported that the group would be working with the Professional Development team to present workshops on equity in the next few months. Roberto Sias stated that there was discussion around other issues such as diversity, and that the group would be determining other objectives, in addition to the mandated Equity Plan.

## **5. Administrative Reorganization**

Messina shared a hard copy of a memo from Judy Miner regarding the reorganization of the Foothill College Administration. She stated that this memo

should help the campus to update reporting and accountability in systems, such as Banner. Messina reported that the Board of Trustees had already approved the Marketing Director position, and that a hiring committee would be moving to fill that position as soon as possible. Meredith Heiser asked Messina to describe the Associate Vice President (AVP) position. Messina explained that the AVP would be part of the Office of Instruction and Institutional Research and would report directly to her. Heiser wanted to know who was responsible for the listed AVP duties. Messina responded that she was currently responsible for fulfilling all of those duties.

Roberto Sias wanted to know where diversity was listed on the memo and commented that it should be listed under a specific office. Sias also mentioned that student equity was listed under Laureen Balducci and asked how Balducci would be involved with the Equity Workgroup. Sias then asked which office would be responsible for the Professional Development group. Messina stated that she would follow up with Sias by providing answers to his questions. John Mummert reaffirmed that the memo provided should be used to update the college's organization charts. Messina concluded by stating that edits should be sent to John Mummert.

### **6. Persons Holding Multiple Tri-Chairs**

Messina opened the conversation by requesting feedback from PaRC regarding persons holding multiple tri-chairs. Starer stated that he viewed the situation as "one person, one vote." Peter Murray commented that vacant positions result in staff having to sit on multiple committees. Maureen Chenoweth echoed Murray's sentiments stating that perspective is lost; however, because there is a shortage in classified staff it is difficult for some to participate. Messina suggested that PaRC take the discussion back to their constituencies for further thought.

### **7. Marketing Update**

Chris White delivered a marketing update for the 2013-2014 year and mentioned that the marketing plans could be found on the website. White indicated that the department's work relies heavily on data provided by the Office of Instruction and Institutional Research. She introduced PaRC to the department's team. White reported that there were several areas of focus, including: the college website (receives 600,000 page views each month), and advertising (direct mail, online advertising, mall advertising, and radio). White then reported that this year's "Here for You" campaign was very successful.

### **8. Accreditation Midterm Report Update (Standing item)**

Messina commented that the midterm report core group was small and hoped that more staff would join the group prior to starting work on the midterm report. The group invited those interested to attend the next meeting.

### **9. Review ILOs and Values (Standing item)**

President Judy Miner will present this item at the next PaRC meeting.

### **10. Questions/Concerns/Announcements**

Lori Thomas mentioned that the new priority registration rules would be going into effect soon. Thomas recommended that the Professional Development group make priority registration a topic to present at future workshops.