



FOOTHILL COLLEGE

**Planning and Resource Council (PaRC)
Draft Minutes of December 5, 2012**

ITEMS	TOPICS	LEADERS	EXPECTED OUTCOME
1	Welcome (and Introductions)	Judy Miner	
2	Approval of Minutes: November 21, 2012	Judy Miner	Action/Approval
3	OPC: 3a) Recommendation for Flow for Resource Requests 3b) Resource Request Rubric for Prioritization – Draft (tracks changes) 3c) Resource Request Rubric for Prioritization – Draft (does not track changes)	Shirley Treanor Bernata Slater Ion Georgiou	Discussion/Information
4	Program Creation, Discontinuance & Resource Reduction	Kimberlee Messina	Discussion/Information
5	ESMP Plans: b) Technology	Kurt Hueg	Discussion/Information
6	Data: Who Are Our Students?	Elaine Kuo	Discussion/Information
7	Questions/Concerns/Grapevine/Announcements	Judy Miner	Discussion/Information

Meeting began at 1:32 PM.

PRESENT:

Mark Anderson; Mia Casey; Bob Cormia; Dolores Davison; Sarah Delos Santos; Joseline Diaz; Ion Georgiou; Darya Gilani; Meredith Heiser; Kurt Hueg; Elaine Kuo; Amy La Galante; Kimberlee Messina; Judy Miner; Peter Murray; Erin Ortiz; Marcel Samudra; Sarah Schueler; Paul Starer; Denise Swett; Phuong Tran; Shirley Treanor; Bernata Slater.

ABSENT:

Maureen Chenoweth; Bernie Day; Margo Dobbins; Charlie McKellar; John Mummert; Victoria Taketa; Antonia Zavala.

GUEST(S):

ITEM 1: WELCOME (DAVISON)

Judy was delayed from a prior meeting, so Dolores welcomed everyone and began the meeting.

ITEM 2: APPROVAL OF MINUTES: NOVEMBER 21, 2012 (MINER)

ACTION:

November 21 Minutes were approved by consensus.

ITEM 3a-3c: OPC: RECOMMENDATION FOR FLOW FOR RESOURCE REQUESTS and RESOURCE REQUEST RUBRIC FOR PRIORITIZATION – DRAFT X 2 (tracks changes and does not track changes) (TREANOR, SLATER, GEORGIU)

DRAFT: Minutes will be presented for approval at the January 16 PaRC Meeting.

DISCUSSION:

Shirley explained the flow document will help a department's program review process. The deans will gather and tabulate program reviews. The division will get together and decide what to send forward that they cannot fund from their own divisional dollars. A complete list of requests will be compiled. Red Lucas, Budget Analyst, will meet with all deans by mid December to update them on their budgets. The deans will meet with their vice president to show a list of divisional prioritizations, which they cannot fund from their own moneys. A prioritization ranking will be used: high, medium, low. Ranking requests will be presented to OPC. OPC will then use the rubric to provide recommendations to PaRC. The college president will then make a decision after PaRC's review. Due date is February 22.

One suggestion made on the flow document is to change the wording in the first and second paragraphs from "departments" to "divisions".

Ion explained the rubric documents are what OPC is proposing to utilize. It establishes criteria to be used for requested funds. Last year, there were too many categories to fill in, so they felt they had to restrict the number of categories; end result being six categories now.

One big change is they introduced an extra category of "Other", just in case the request did not fit into any other category, but felt it was critical/important to include. The rubric is more generalized now to fit all units from the college.

Kimberlee asked if "critical" had been defined in the Other category. Ion responded that it was intentionally left vague. An item in Other should be deemed as having merit.

ITEM 4: PROGRAM CREATION, DISCONTINUANCE AND RESOURCE REDUCTION (MESSINA)

ACTION/APPROVAL:

Erin handed out a document, which reflected feedback from Classified Senate. She posed two paragraphs for people to choose from. They liked the second paragraph better, which will be a revision to the document Item 1, Bullet E, and will read: "In the event that the timeline does not allow Steps A-D to unfold, the Cabinet, including a faculty and a staff member from PaRC, and/or a designee appointed by the Academic or Classified Senate, respectively, could take immediate steps."

Bob asked if there could be a flowchart. Darya agreed to do a flowchart and have ready in January. Darya will include the revisions in the governance handbook.

ACTION: The Program Creation, Discontinuance and Resource Reduction was approved by consensus.

ITEM 5: EDUCATIONAL AND STRATEGIC MASTER PLAN (ESMP): TECHNOLOGY (HUEG)

DISCUSSION:

Kurt explained that the Technology Plan needed to be updated this year. The Tech Task Force met to discuss the plan. They are working in gathering data to change the plan to make it more focused on

what it is and what we want to accomplish with the classroom technology. Look at what we have, what we can do, be more visionary in regards to the aspects of teaching and learning, and what we can support in learning, not necessarily tools and resources. It is anticipated the first reading of the Tech Plan will be agendized for the March 6 PaRC meeting. Input would be invited after that. This would be done around the same time as the Education Master Plan.

Elaine said the Education Master Plan would be completed before the Mission Statement, because the board has to look at the master plan before they look at the Mission Statement.

The Tech Plan would be completed in the Spring Quarter. As far as some of the other plans around the same time: the Facilities Plan will be handled by Bernata; the Equity Plan will be handled by Denise; the Fundraising Plan will be handled by Judy and Laura Woodworth of the Foundation.

Kurt said he would draft a timeline to put in synch with the Education Master Plan.

Darya suggested to have the Tech Plan presented for first read in February and not March, because resource allocation meetings will be held in April and PaRC only has one meeting in April.

ITEM 6: DATA: WHO ARE OUR STUDENTS? (KUO)

DISCUSSION:

Elaine presented the document “Research Presentation: Foothill College Students Data.” Elaine explained the results were based on a student engagement survey that was administered in Spring 2012. For full details, you may access the document on PaRC’s website.

Elaine explained the data is presented in two phases. The first part is an overview of who our students are, and the second part talks about the external environment, such as projections and county information, and how do our numbers match what is external.

A few key notations: There has been an increase on students wanting a transfer to a four-year college; increase in number of first-generation college students; increase in international students over the past five years.

Bob asked how FTE was being defined. Elaine responded that it means full-time equivalent students, meaning weekly student contact hours and positive attendance.

Everyone thanked Elaine for the great work she did on this project.

ITEM 7: QUESTIONS/CONCERNS/GRAPEVINE/ANNOUNCEMENTS (MINER)

DISCUSSION:

Marcel announced this would be his last PaRC meeting, as his class schedule next quarter will conflict with PaRC meetings. Judy thanked Marcel for his participation in PaRC and told him he would be missed.

Judy shared the nominations for the League for Innovation, John and Suanne Roueche Excellence Awards. For classified staff, it is Maureen Chenoweth. For faculty, it is David Marasco and Frank

Cascarano. For administration, it is Peter Murray. She thanked Dolores Davison, Kurt Hueg, and Erin Ortiz for providing the slate of nominees.

Dolores shared the nomination for the Hayward Award, Excellence in Teaching. The nomination is Scott Lankford.

Judy announced that the draft report from the Accreditation Followup Report indicated we met all recommendations made in Fall 2011. She thanked everyone and praised everyone for the review and the use of the processes. The report will be shared broadly upon approval by ACCJC.

Judy updated everyone with Prop 30. The proposition is now being referred to as “EPA,” Education Protection Account. The district will have to set up a brand new accounting system. No moneys can be used for administration. Kevin McElroy attended a meeting in Sacramento on December 4 to help to build the proposition’s guidelines, where you can/cannot spend money. Judy assured everyone that Foothill will make good use of the money.

Erin reminded everyone of the next Classified Senate meeting of December 13 at 12:00.

Peter announced the Annual Physics Show will be held the first two weekends in February.

Peter said SLI is developing two-week summer camps for Summer 2013 for under-achieving, under-represented, high school students to get them excited about college. More information to follow.

Darya also announced it would be her last PaRC meeting as she has been asked to participate in the Program Review Committee. She is looking for a new Basic Skills Tri-Chair.

Judy wished everyone a happy holiday season. Everyone is excited about the new PSEC building opening in January. She thanked everyone for a great quarter and wished them all the best.

Meeting adjourned at 2:50 PM.