



**FOOTHILL COLLEGE**  
**Planning and Resource Council (PaRC)**  
**Wednesday, February 19, 2014**  
**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: February 5, 2014	Judy Miner	Action
3	1:40-1:50	Administrative and Student Services Program Review Rubric – 2 <sup>nd</sup> Read for Approval	PRC/John Mummert/Craig Gawlick	Action
4	1:50-2:15	ESMP Update	Elaine Kuo	Discussion
5	2:15-2:30	Student Equity Workgroup Update	Student Equity Workgroup	
6	2:30-2:45	Accreditation Midterm Report Update	Dolores Davison/ Kurt Hueg/ Elaine Kuo/ Kimberlee Messina/ Roberto Sias	
7	2:45-3:00	Questions/Concerns/Announcements	Judy Miner	

**Notes:**

Week of February 24 – VPs meet with their Deans to review resource requests

**ATTACHMENTS:**

Item 2: Draft Minutes of February 5, 2014 Meeting

Item 3: Administrative and Student Services Program Review Rubric

**Present:** Alex Baker, Behrou Amirbadvy, Casie Wheat, Charlie McKellar, Dawn Girardelli, Denise Perez, Dolores Davison, Elaine Kuo, Erica Onugha, John Mummert, Judy Miner, Kimberlee Messina, Kurt Hueg, Mark Anderson, Meredith Heiser, Nanette Solvason, Nikki Ashayer, Omar Zeitoun, Paul Starer, Roberto Sias, Susan Gutkind

**The meeting started at 1:33PM.**

## **1. Welcome**

Judy Miner welcomed everyone and introduced the new ASFC Winter Quarter representatives. Behrou Amirbadv and Nikki Ashayer will represent ASFC President Adiel Velasquez and ASFC Secretary Lauren Wilson for the Winter Quarter at PaRC.

## **2. Approval of Minutes: February 5, 2014**

Minutes approved by consensus.

## **3. Administrative and Student Services Program Review Rubric – 2<sup>nd</sup> Read for Approval**

John Mummert presented the Administrative and Student Services Program Review Rubric as a second read for approval. Mummert reminded PaRC that this rubric would be used by PRC to evaluate the administrative and student services program reviews. This document will continue to be refined by PRC.

Administrative and Student Services Program Review Rubric approved by consensus.

## **4. ESMP Update**

Elaine Kuo reintroduced the Educational Strategic Master Plan (ESMP) update in a presentation via Prezi, with hopes to capture the ESMP visually and to continue the discussion of the plan. Kuo presented the mission statement and said that the mission should inform the public why Foothill College exists. Kuo noted that given ACCJC's new standards the mission might need to be revised to fulfill the standard one requirement. Kuo suggested that the mission statement be revisited before the Self-Study was complete. Miner echoed Kuo's remarks about the need to revise the mission statement.

Kuo moved on to review the vision statement and the president's vision statement. Kuo said that the vision statement should define what the college would like to achieve and accomplish in the future; this statement should be general. The college's values should align with the vision statement. Kuo then presented a visual organization of the vision statement and the president's vision statement to highlight the similarities and differences.

Kuo reported that the current institutional goals are no longer relevant because, as previously mentioned at the last PaRC meeting, the goal metrics no longer exist. Kuo commented that the targets would serve as aspects of the goals. The institutional goals should be broad and aspirational. Overarching goals should be defined, alongside short-term goals, so to demonstrate the college's progress. The Academic Senate will be taking the lead on defining the institutional goals.

Kuo presented on the new ACCJC institutional set standards, which identify the levels of performance that the institution should exceed. Kuo warned that currently these standards were on the college level only, but the ACCJC might make these standards applicable at the program level in the future. Kuo then reviewed the set standards that were already in place, which included: course completion and transfer. Kuo highlighted the new CTE programs licensure exam standards and job placement/employment standards. These standards must be

implemented at the CTE program level by March 31, 2014. Mummert commented the CTE programs have all of the required information, and next steps would be to package the information according to the standards. Nanette Solvason remarked that some Allied Health programs were already required to post exam pass rates. Kuo confirmed that if a licenser exam was not required for the program, the requirement could be left unfulfilled; but programs would still be required to present job placement data. Mummert noted that CTE programs were defined by the TOPs code. Mummert commented that there was a shift in requirements, resulting in the formalization of job placement. Kurt Hueg stated that a change in infrastructure would be required to support these new requirements.

Kuo then gave an overview of the ESMP process and timeline, suggesting that discussions in PaRC and in sub-committees would be necessary to progress. Hueg asked if there was a discussion at the district to make set standards for both colleges. Kuo responded that the colleges have different set standards, but the Office of Institutional Research would utilize the same methodology to analyze data. Kuo's planning update noted that at the next PaRC meeting, the institutional set standards would be presented so to have the standards accepted by PaRC prior to the March 31, 2014 deadline. Kuo commented that it would be ideal to have the institutional goals drafted by the spring, so that by the end of the year the college would have an idea of what metrics should be used. The college could then begin documenting the data at the start of the 2014-2015 school year. Per the conversation regarding institutional set standards, Kimberlee Messina proposed that the set standards remain the same, due to the short deadline; the standards could then be revisited and revised next year. Lastly, Kuo suggested that the core mission workgroups might be able to discuss and complete certain aspects of the ESMP.

At the conclusion of Kuo's presentation, Miner requested that a glossary of terms be provided so that each term, and its relationship to other ESMP components, could be defined. Additionally, Miner mentioned that the ESMP would be best placed with the workgroups. Mummert request clarification on what specific tasks the workgroups would be responsible for. Kuo suggested that at this early stage the workgroup tri-chairs could come together to discuss what the focus of the plan. Mummert recommended that this meeting be calendared in the spring. Miner noted that a large part of the plan's foundation work had already been laid with the workgroups' plans and objectives; the chairs would then need to access the efficacy of the interventions, analyze how the student populations would be affected, and choose what areas need to be emphasized. Kuo repeated that the CTE program requirements were the top priorities.

## **5. Student Equity Workgroup Update**

Erica Onugha, Paul Starer, and Roberto Sias gave an update on the Student Equity Workgroup. Onugha provided a brief overview of the workgroup's history, noting that the workgroup was added to PaRC in the fall of 2013. Onugha reported that attendance and participation in the workgroup meetings was robust and invited PaRC to attend the regularly schedule 2:30PM meetings which met on the second and forth Tuesday of each month. Onugha briefly reviewed the workgroup's objectives and then presented a planning update. The workgroup was currently on schedule to produce the Student Equity Plan with a targeted completion date of spring 2014 (due October 2014). The group plans to issue a Student Equity Plan Executive Summary to be issued to the campus in the spring as well.

Onugha announced that the group co-sponsored three professional development workshops on campus. In addition, there would be an equity themed professional development day on April 8, 2014 from 8:00AM to 2:00PM. The confirmed speaker will be Dr. Estela Bensimon, co-director of the USC Center for Urban Education (CUB) and creator of the Equity Scorecard. Miner noted that the participation and engagement of campus leaders in the business of implementing equity on campus was very important.

## **6. Accreditation Midterm Report Update**

Davison reported on the Accreditation Institute. Kurt Hueg, Isaac Escoto and Kate Jordin attended the conference alongside Davison. Davison noted that the mood of the conference was upbeat as many colleges were taken off sanction. Hueg provided an update on a conference metrics discussion, commenting that documentation of standards with measurement requirements was a direct initiative from the federal government, not just the ACCJC; thus the entire nation would now be subject to assessment and outcomes. Davison commented that the new ACCJC's standards might not always apply to the California community colleges, as the ACCJC was also the accrediting body of other educational institutions.

## **7. Questions/Concerns/Announcements**

Miner encouraged the campus to attend the Little Shop of Horror's musical presented by the Foothill Theatre Arts program.

Meredith Heiser announced that there will be ten Foothill students and thirty De Anza students participating in the March in March to Sacramento. Heiser hoped that faculty would allow their students to attend.