

**FOOTHILL COLLEGE**

**Planning and Resource Council (PaRC)**

**Wednesday, April 20, 2016**

**MEETING 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

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| **ITEM** | **TIME** | **TOPICS** | **LEADERS** | **EXPECTED OUTCOME** |
| 1 | 1:30-1:32 | Welcome + Announcements | Messina |  |
| 2 | 1:32-1:33 | Foothill College 2015 Water Consumption Update | Messina |  |
| 3 | 1:33-1:35 | Approval of Minutes: March 16, 2016 | Messina | Action |
| 4 | 1:35-1:40 | DRC & VRC Staffing Request Updates *(Information Item)* | Lu |  |
| 5 | 1:40-1:50 | Accreditation Steering Committee Proposal *(Information Item)* | LaManque |  |
| 6 | 1:50-2:00 | Accreditation Functional Map *(Information Item)* | LaManque |  |
| 7 | 2:00-2:05 | ACCJC 2015 Annual Reports | LaManque |  |
| 8 | 2:05-2:20 | Foothill Transfer Center Plan *(1st Read)* | Transfer Workgroup Tri-Chairs |  |
| 9 | 2:20-2:50 | Program Review Committee (PRC) Recommendations *(1st Read)* | LaManque |  |
| 10 | 2:50-2:55 | Planning Structure Survey | Kuo |  |
| 11 | 2:55-3:00 | Accreditation Survey Questions *(1st Read)* | Kuo |  |

**FUTURE PaRC MEETINGS:** May 4, May 18, June 1, June 15

**UPCOMING EVENTS:** Courageous Conversations (May 26-27)

**PaRC MEMBERS PRESENT:** Donna Wolf, Breeze Liu, Carolyn Holcroft, Maureen McCarthy, Debbie Lee, Denise Perez, Karen Smith,

Kimberlee Messina, Lan Truong, Roberto Cormia, Teresa Zwack, Dawn Girardelli, Victor Tam

**EX-OFFICIO PRESENT:** Andrew Hanstein, Andrew LaManque, Justin Schultz, Elaine Kuo, Karen Erickson, San Lu

**(1) WELCOME & ANNOUNCEMENTS**

“Let’s Play Math” is scheduled for Saturday, April 30, 2016 from 1:30PM-3:30PM in PSEC. It is elementary and middle school oriented (for ages 5-12). May 18, 2016 is the Career Fair focused on internships – flyers will be handed out in the mailboxes. Earth Week is also being promoted via scial media.

**(2) FOOTHILL COLLEGE 2015 WATER CONSUMPTION UPDATE**

Kimberlee shared an update from Steven Kitchen regarding Foothill College’s water consumption. Water consumption in 2015, when compared to 2013, reflects a decrease of 70%. Much of this reduction can be attributed to the repair of water line leaks, but it also reflects the reduction in irrigation. When compared to 2014, the decrease is 62%.

**(3) APPROVAL OF MINUTES – MARCH 16, 2016**

The minutes for the March 16, 2016 meeting of PaRC were approved by consensus.

**(4) DRC & VRC STAFFING REQUEST UPDATES**

San Lu provided a staffing request update for the Disability Resource Center and the Veterans Resource Center:

a. Full-time backfill (1 year) for a counselor in the DRC – LeeAnn Emanual is taking Professional Development Leave

b. Request for a Veteran Resource Specialist position – due to retirement of Carmela Xuereb.

**(5) ACCREDITATION STEERING COMMITTEE PROPOSAL**

In an effort to get the campus moving forward on the self-study for accreditation, it was determined that a smaller group would be needed to help guide and steer the larger number of self-study team members. The proposal is to keep things very simple and have four facilitators, one for each of the accreditation standards (Carolyn Holcroft, Andrea Hanstein, Erin Ortiz, Andrew LaManque).

The goal of the steering committee is to help provide continuity between the self-study teams (and ultimately Standards I-IV). They will provide direction in terms of timelines, expectations and deliverables. Aside from the Steering Committee, the expectation is that there will be participation and input from classified staff, faculty and administrators. An open call letter will be sent out to the campus (from Marketing) to generate interest. Involvement from all areas of the College is critical – if you are interested in a specific standard (or even more than one), you are encouraged to reach out to the Steering Committee members for additional information.

**(6) ACCREDITATION FUNCTIONAL MAP**

The functional map for accreditation is required by ACCJC for multi-college districts. The College is tasked with going through all the standards and designating whether the District or the College takes primary responsibility for each of the standards (or a collaboration between the two). This is a way to examine who does what between the College and the District.

The current functional map, with discussion points and questions for clarification, can be found here:

<http://www.foothill.edu/president/parc/minutes/parc2015-16/04.20.16/FHDA_FunctionalMap.pdf>

**(7) ACCJC 2015 ANNUAL REPORTS**

Foothill College’s Annual Report submissions for 2015 to the Accrediting Commission for Community and Junior Colleges (ACCJC) were reviewed. Two reports are submitted to the commission; a general report (enrollment, standards, SLOs, etc.) and a fiscal report.

General Report: <http://www.foothill.edu/president/parc/minutes/parc2015-16/04.20.16/ACCJC_Annual_2015.pdf>

Fiscal Report: <http://www.foothill.edu/president/parc/minutes/parc2015-16/04.20.16/ACCJC_2015_AnnualFiscal.pdf>

**(8) FOOTHILL TRANSFER CENTER PLAN *(1st Read)***

In collaboration with the Transfer Workgroup and the Academic Senate, a new Foothill Transfer Center Plan is ready for review by PaRC.

It was also announced that the Transfer Center is fully staffed:

1. Cleve Freemen – Transfer Center Director; Faculty (50% Counselor)
2. Karen Oeh – Transfer Center Coordinator (Classified Staff)
3. Oksanna Kasoyan – Transfer Center Administrative Assistant (Classified Staff)

The new Transfer Center Plan is scheduled for review at the Board of Trustees meeting in June 2016; the hope is that this will guide the future activities of the Transfer Center. It should be noted that the copy of the plan available for 1st read at PaRC is incomplete – there are still areas being revised. It should be noted that the last complete Transfer Center Plan was developed 13 years ago. There is still a need to identify our transfer students – one idea is to add a new prompt when ordering transcripts through the portal – collection of this information could benefit the entire District.

The Transfer Center Plan outlines six (6) main goals:

1. Identify and increase the number of students who choose to transfer and are prepared to transfer with a special focus on supporting the needs of those population groups experiencing disproportionate impact.
2. Increase the percentage rate of students from population groups experiencing disproportionate impact who establish transfer as their educational goal and who actually transfer.
3. Work with campus governing boards, administrators, academic and classified senates, to ensure that student transfer is a college-wide high priority.
4. Revise campus policies and procedures as needed to strengthen and clarify the transfer process for the campus.
5. Through the Counseling Department, Transfer Center, and all programs that support transfer students, ensure that students obtain accurate and time counseling, transfer information, and services.
6. Systematically evaluate the effectiveness of the Transfer Center.

**(9) PROGRAM REVIEW COMMITTEE (PRC) RECOMMENDATIONS *(1st Read)***

The Program Review Committee (PRC) provided an overview of the program review process as well as the commendations, suggestions, and recommendations for the departments/units that completed comprehensive reviews. PaRC has the authority to revise any of the commendations, suggestions, and/or recommendations from the committee prior to the information being distributed back out to the campus constituents.

A total of 38 comprehensive program reviews (instructional, student services and administrative) were discussed across 15 hours of meeting. Additionally, 11 departments scheduled one-on-one discussions with PRC regarding the program review process, strengths of their programs and program objectives/outcomes.

A summary of the recommendations and the review process can be found here:

<http://www.foothill.edu/president/parc/minutes/parc2015-16/04.20.16/PRC_Recommendations_April2016.pptx>

The individual department/program feedback sheets (for eventual distribution) can be found here:

<http://www.foothill.edu/president/parc/minutes/parc2015-16/04.20.16/PRC_Responses_CompPR_April2016.pdf>

**(10) PLANNING STRUCTURE SURVEY**

As part of the continued discussion around participatory governance, a Planning Structure Survey will be sent out very soon asking all employees questions related to participation in the governance process and familiarity with the overall process. The results of this survey will be shared at the next PaRC meeting, May 04, 2016. Several meetings will be scheduled on off-PaRC weeks to facilitate further discussion of the survey results and plans moving forward.

**(11) ACCREDITATION SURVEY QUESTIONS *(1st Read)***

As part of the self-study process, an accreditation survey will be distributed in mid-May (faculty and staff) and late-May (students).

The draft questions to be included in each of the surveys are to be reviewed and approved by PaRC.

Draft of Faculty/Staff Questions:

<http://www.foothill.edu/president/parc/minutes/parc2015-16/04.20.16/EmployeeSurveyQuestions_Accreditation2016.docx>

Draft of Student Questions:

<http://www.foothill.edu/president/parc/minutes/parc2015-16/04.20.16/StudentSurveyQuestions_Accreditation2016.docx>