

**FOOTHILL COLLEGE**

**Planning and Resource Council (PaRC)**

**Wednesday, November 04, 2015**

**DRAFT 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 | Slater *(Acting President)* |  |
| 2. | 1:32-1:35 | Approval of Minutes: October 21, 2015 | Slater *(Acting President)* | Action |
| 3. | 1:35-1:50 | Virtual Desktop Environment | Luciw |  |
| 4. | 1:50-2:00 | PRC Rubric Presentation *(1st Read)* | LaManque |  |
| 5. | 2:00-2:10 | Core Mission Workgroup Objectives 2015-2016 *(Report Out)*   * Basic Skills Workgroup * Workforce Workgroup * Transfer Workgroup * Student Equity Workgroup * OPC (Stewardship of Resources) | Workgroup Tri-Chairs |  |
| 6. | 2:10-2:20 | Assessment Taskforce *(Report Out)* | Holcroft, LaManque |  |
| 7. | 2:20-2:30 | ~~SSSP Advisory Council~~ *~~(Report Out)~~ Postponed until Next Meeting* | Balducci, Holcroft, Smith |  |
| 8. | 2:30-2:40 | Student Equity Plan *(1st Read)* | LaManque |  |
| 9. | 2:40-2:50 | Canvas / OEI Participation / C.O.O.L. *Postponed until Next Meeting* | Baker, Mauer |  |
| 10. | 2:50-2:58 | EMP Updates + Open Forum | Kuo |  |
| 11. | 2:58-3:00 | PaRC Schedule – Additional Meeting (November 11, 2015) | Slater *(Acting President)* |  |

**NOTE:** Veterans Day (Monday, November 09, 2015) – Campus Closed

**PaRC MEMBERS PRESENT:**

Anthony Cervantes, Bernata Slater, Bernie Day, Breeze Wen Liu, Carolyn Holcroft, Maureen McCarthy, Debbie Lee, Denise Perez, Hilda Fernandez, John DuBois, Paul Starer, Robert Cormia, Teresa Zwack, Victor Tam, Courtney Cooper

**EX-OFFICIO MEMBERS PRESENT:**

Andrea Hanstein, Andrew LaManque, Justin Schultz, Elaine Kuo, Laureen Balducci, Meredith Heiser

**GUEST PRESENT:**

Erin Ortiz, Nazy Galoyan

1. **WELCOME**

Bernata Slater chaired the meeting (serving as Acting President) while Kimberlee Messina was away at an accreditation site visit. Karen Smith was unable to attend PaRC – Erin Ortiz (Classified Senate President-Elect) served in her place for the meeting.

1. **APPROVAL OF MINUTES – OCTOBER 21, 2015**

Draft meeting minutes from previous PaRC meeting (Ocotber 21, 2015) were approved by consensus; no revisions were requested.

1. **VIRTUAL DESKTOP ENVIRONMENT – PRESENTATION**

Sharon Luciw, Director of Networks and Client Services presented on plans/initiatives related to virtual desktop environments. For additional information (including a copy of the presentation), please refer to the attachment link on the PaRC website.

1. **PRC RUBRIC PRESENTATION** *(1st Read)*

Andrew LaManque presented to rubric to be used by the Program Review Committee (PRC) when reviewing comprehensive program reviews. He noted that no changes have been made to the previously used PRC rubric, emphasizing that PRC will continue to look at each section of the comprehensive program review document, assigning a RED, YELLOW, or GREEN as appropriate. Based on the change to PRC’s charge (approved by PaRC on 10.21.15), PRC will take a more holistic approach to reviewing the documents and make overarching recommendations based on trends or common themes observed across program review.

1. **CORE MISSION WORKGROUP OBJECTIVES (2015-16)**

BASIC SKILLS WORKGROUP:

*(1) Math Summer Bridge (2) English Summer Bridge (3) Support Pathways [Basic Skills Sequences]*

It was suggested that integration with Student Equity and SSSP initiatives be noted on the objectives documents. Clarification was requested as to whether ‘students participating in supplemental instruction’ is a valid indicator of pathway support (as a target).

WORKFORCE WORKGROUP:

*(1) Internal Coordination (2) Data Collection (3) External Coordination (4) Marketing*

It was noted that the workgroup objectives documentation (with all relevant details) is still being developed. Maintenance of Perkins is also a consistent focus, but no longer the sole focus of the workgroup – as such, it is not discussed in as much detail as the four objectives above.

TRANSFER WORKGROUP:

*(1) Advocate the hiring of a FT faculty as a Transfer Center Director (2) Completion of the Transfer Center Plan*

STUDENT EQUITY WORKGROUP:

1. *To enhance the ethos of equity across the campus (2) Actualize the Student Equity Plan (3) Social Justice AD-T (4) Support the Student Success & Retention Team*

*(5) Expand F.Y.E. [pending data] (6) Support multiple measures assessment for students (7) Professional development initiatives*

The Student Equity Workgroup would like to make the Student Equity Plan a living/breathing document across the campus.

OPC (STEWARDSHIP OF RESOURCES):

1. *Revise OPC rubric (2) Review and make recommendations on highest ranked resource requests (3) Recommend B-Budget carryover policy (4) Review status as a Workgroup vs.*

*Committee (5) Create a more robust website presence*

Bernata Slater noted that OPC extends an invitation to Deans and other College community members for budget training in the Winter Term (during regularly scheduled OPC workgroup meetings [Mondays @ 1:00PM]).

1. **ASSESSMENT TASKFORCE**

Andrew LaManque noted that a goal for the Assessment Taskforce is to get a multiple measures pilot project going. He added that Liz Leiserson and Casie Wheat have developed a proposal to use assessment scores from next quarter for placement in the Spring quarter (for English courses only – working in conjunction with Allison Herman). The taskforce will also be meeting with De Anza regarding retesting policies and alignment in order to prepare for the coming of common assessment in the next few years. It was emphasized that the goals of the taskforce are aligned with the Student Equity Plan.

It was clarified that (with the use of common assessment), the campuses would get a series of indicators of the students’ abilities, but it is up to the individual campuses to interpret that information and make decisions regarding placement. Having a similar approach to placement (& assessment) as De Anza would likely have a huge impact on our students.

1. **SSSP ADVISORY COUNCIL**

Postponed until the next PaRC meeting (W 11.18.15).

1. **STUDENT EQUITY PLAN** (1st Read)

Andrew LaManque presented the current draft of the Student Equity Plan. He noted that the Executive Summary (Page 5) provides an overview of the major overarching initiatives/activities – this information will be made public and shared with the legislature. It was noted that Page 6 of the Student Equity Plan provides a breakdown of the disproportionately impacted groups across criteria (Access, Course Completion, ESL and Basic Skills Completion, Degree and Certificate Completion, and Transfer). It was clarified that the groups identified are the most disproportionately impacted (reported to the State), but this does not prevent the College from addressing other groups not specifically called out in the Student Equity Plan.

Clarification was provided regarding the categorization of ‘low income’ – the measure of low income is based on the student application and is very broad [any family income < $24,000]. It was also noted that the Early Alert Coordinator and the Instructional Support Technician (as described in the Student Equity Plan) are two separate positions; the Instructional Support Technician can be discipline-specific and require expertise in a certain field – their role would be to connect student to faculty in a specific area. The Early Alert Coordinator is responsible to management of the Early Alert System and the students flagged as at-risk (global level support).

PaRC was updated that the 2015-16 Student Equity funding allotment for Foothill College is approximately $880,000.

1. **CANVAS / OEI PARTICIPATION / C.O.O.L.**

Postponed until the next PaRC meeting (W 11.18.15).

1. **EMP UPDATES + OPEN FORUM**

An EMP Open Forum is scheduled for W 11.11.15 @ 11:00AM in the President’s Conference Room. Topics for discussion include the updated EMP Goals + Objectives and the suggested revised College Mission Statement. Updates and feedback received at the Open Forum will be shared at the next PaRC meeting.

1. **PaRC SCHEDULE – ADDITIONAL MEETING**

An additional PaRC meeting is scheduled for W 11.11.15 @ 1:30PM in the President’s Conference Room. This meeting will allow for greater discussion of previous and current PaRC agenda items (including Workgroup Objectives, Student Equity Plan, EMP, College Mission Statement).