

FOOTHILL COLLEGE  
HEALTH SCIENCE AND HORTICULTURE  
**PROGRAM DIRECTORS' MEETING MINUTES**

FRIDAY, February 10, 2023

12:00 pm – 1:00 pm

**Present:**

Nancy Cheung, Shae Cole, Angela Su, Frank Niccoli, Brenda Hanning, Rachele Campbell, Patti Chan, Lydia Daniel, Manny Diaz

**I. Announcements**

- April 14, Program Directors' meeting has been canceled.
- Footnotes on Class Schedule did not carry over from Late-start winter and Spring quarters, please revise your online class schedule information and contact Manny with any updates.
- Scheduling issues identifying primary instructors. Send details to Manny, CMS will be needed to update that information.
- President Walking Tour – Monday, April 24 from 1-5pm > 9 Programs
  - Send PD's sign-up sheet to select time availability. Approximately 25 mins each.
  - Finger food and refreshments on behalf of the foundation.
  - Opportunity to meet with students and faculty and highlight the program.
  - Coordinate with Sunnyvale Campus to highlight those programs.
- Patti will be sending a pre-survey as they bring awareness to faculty for non-traditional students > Set up workshops dates to increase awareness.
- Academic Senate: Admin procedures to vote and approval information will be uploaded to HSH Canvas
  - AP 4102: CTE programs and Pt. Faculty
    - Explore procedures to attract experts in the field / Challenges in recruiting.
- Mini-Grants: Contact Brenda Hanning for more information. Submit application to received 3K-5K for textbooks and other needs.
- Plant Sale: Contact Frank Niccoli for more information. Friday May 5 for staff/faculty, Saturday May 6 will be opened to everyone.
- Program Maps: Reminder to check for accuracy

**II. SI load calculator due March 10.**

- Spreadsheet needs to be updated and Manny will send to the scheduling office no later than March 10.

### III. Year Schedule

- 13-20 Budget has decreased.
- Submit spreadsheet with all future courses 2023-2024 so that it can be accounted for in the budget. Including all curriculum required courses.
- Rachelle should include the Load Factor for the MRI class.
- Include Instructor / Student Ratio column to help with scheduling.
- Inactive courses may be cancelled, a Vote will be called on for final decision.
- March 10 meeting – forms due to Mary Vanatta
- Independent study courses do not have to write exemptions for.

### IV. HSH Curriculum Committee Agenda

- HSH Curriculum Committee > Date 2/10/2023 12-1pm RM 5212

#### Agenda

- Deactivate DMS 200
  - Motion:
  - Angela Su – Approve
  - Rachelle Campbell – Second
  - All – In Favor
  - Nancy Cheung- Abstain
- Change modality from DL-to-DL emergency only for HORT 15, 21, 22, 30, 90U & 91A
  - Motion:
  - Rachelle Campbell – Approve
  - Patti Chan – Second
  - All – In Favor
  - Nancy Cheung – Abstain

### V. Training / Refresher for next PD meeting (CMS, PO Reqs., ETS, etc.)

- Training and refreshers on how to submit forms, ETS tickets, Facilities WO
  - PO Requisitions for open PO's to be submitted by April so they can be ready to use by July 1<sup>st</sup>, 2023. Send Invoices to Manny to submit.

### VI. Adjournments

- Next meeting will be March 10 from 12:00pm – 1:00pm

Minutes submitted by: Manny Diaz

Minutes Revised by: