

**FOOTHILL COLLEGE
HEALTH SCIENCE AND HORTICULTURE
PROGRAM DIRECTORS' MEETING MINUTES
FRIDAY, March 10, 2023
10:30am –11:30am**

Present: Nancy Cheung, Shae Cole, Brenda Hanning, Rachelle Campbell, Dave Huseman, Cara Miyasaki, Patti Chan, Frank Niccoli, Angela Su, Lydia Daniel, Catalina Rodriguez, Nadene Torres, Manny Diaz

I. Announcements:

- No meeting next month April 2023; Need volunteers for J1 Evaluations (1 minute)

II. PO Requisitions/Purchasing

- Personal credit cards – Do not use personal cards, instead use procards or open POs.
- Accreditation purchases– Site the specific accreditation requirement for the items you want to purchase.
- Audits – Travel / conference ok to use personal credit cards. New guidelines, coming up.
- Create PO requisitions with frequently used vendors and estimate what your program will need for the academic year.

III. Catalina Rodriguez – Maxient Reporting / Student Services Presentation

- What is Maxient – Manages and records conduct of students' well-being. Identify students in need and notify through Maxient. Locate the app via > MyPortal > Staff APP > Maxient or website.
- Types of Reports: General information on the report including who is making the report, who is it reporting, etc. This app is useful to make request on behalf of students for basic needs. A report is generated. Monitor students on behavioral incidents for intervention. Provide student resources. Example, faculty required masking in class can report students and student services will help address the issue. Disruptive behavior is another example. Report even if you are not sure you should report it.
- Power went out. Will send out presentation so we can send it to faculty / staff for 13-55 goal and Post Survey.

IV. Curriculum

- Shae: Goal is to address classes that have been dormant for 5 years and may be deactivated. Course outline of records to be more equitable. Independent studies will not be deactivated.
- Nancy: Course deactivation exemptions forms due to Mary V. by 3/10/23.
 - EMS 200
 - Dave: It's an academy program held in Santa Rosa which help prepare students interested in the paramedic's program. Discussion of more difficult subject matters and provide tools for enrichment and assist students' success when they start the program.

- Lottery for enrollment, you don't always get students to be successful. What the EMS 200 does? For (1quarter) the student must have a certain grade and when they apply to the paramedic's program and will guarantee registration.
- Reason for not offering the class: Lack of resources, nobody can teach it. Mike, Tracy, and Teresa are helping figure out to develop the course and get it into the schedule. Perhaps offer it 1 or 2 times per year. Help students with preparedness and guarantee admissions.
- Dave: Recommends keeping this class. Angela agrees and may coordinate one for PHT.
- Vote:
 - Rachelle – Move to approve.
 - Shae - Second.
 - All – In Favor.
 - No abstains.

- HORT 52D
 - Frank: plan to let it go. Recommends deactivation of course.
 - Vote:
 - Rachelle – Move to approve.
 - Patti – Second.
 - All – In Favor.
 - No abstains.

- Hort 60G
 - Frank: The issue is 8401. The upgrade was done last quarter. Did not update correctly and provided ½ Macs and ½ dells. Unable to teach that class efficiently.
 - Frank: Recommend keeping the class.
 - Vote:
 - Rachelle – Move to approve.
 - Shae – Second.
 - All – In Favor.
 - No abstains.

- HORT 90A

- Frank: Recommend deactivating this class.
- Vote:
 - Rachelle – Approve.
 - Dave – Second.
 - All – In Favor
 - No abstains.
- Hort 90E
 - Frank: This course was very popular. Photographer teaching that class had the skills to teach that class. Unable to find another photographer who can teach it.
 - Frank: Recommends keeping this class.
 - Vote:
 - Rachelle – Approve.
 - Shae – Second.
 - All – In Favor
 - No abstains.
- Hort 90L
 - Frank: Plant propagation course at Foothill is not viable but can see good use in Elmwood CF and Blueridge.
 - Frank: Recommends keeping this class. To support different types or learners.
 - Vote:
 - Rachelle – Motion to approve.
 - Patti – Second.
 - All – In Favor
 - No abstains.
- Hort 90M
 - Frank: Greenhouse course will be valuable at Elmwood CF and Blueridge
 - Frank: Recommends keeping this course.
 - Vote:
 - Rachelle – Motion to approve.
 - Dave – Second.

- All – In Favor.
- No abstains.
- RT 71
 - Rachelle: Still working to get it off the ground. Not part of the completion program but will eventually be used by Rad Tech.
 - Rachelle: Recommend keeping this course.
 - Vote:
 - Shae – Motion to approve.
 - Patti – Second.
 - All – In Favor.
 - No abstains.
- Patti: Question, regarding switching topics between 3 courses and entered in the catalogue. When should it go through the committee?
- Rachelle: No later than April 2023.
- Brenda: Question, possible to have a meeting for curriculum only?
- Rachelle: 4pm meetings on Wednesdays. Coordinate this meeting among PD's. Meeting open to anyone.
- Dean's look at load and accuracy of the loads and seat counts. Approving curriculum outside the preview of the Dean. Ask Mary if can be added to addendum.

V. 13-55

- Patti: Planning meeting, not enough work to talk about action plans or work on the plan. Frustration with meetings. Important to collect data, when implementation phase, we need to analyze and report. Broadening the scope of student services, focus on faculty becoming more aware to increase knowledge for student services.
- Patti: Get faculty and staff to review video on student services presentation for post-survey. Main thing is that we try to get the word out to all HSH faculty and staff and watch the presentation then do a post survey. Due by March 24th.
- Nancy: Meeting is from 1-1:30pm today 3/10/23. 13-55 is a long ongoing project and would like different people rotating and help. Zoom link can be sent by Nancy.

VI. Scheduling/ Loads/ SI

- Meeting with individual members to make sure all loads are accounted.
- Annual load for 11-month contract is 1.11.
- Annual load for 12-month contract is 1.222.
- Working with faculty, once we put in CMS changes then goes into Argos. Run another report from

Argos in the middle of the week when meet with everyone to ensure all changes have been made.

- Double check all errors made. Create schedule, then submit it, then double check for accuracy. Cross check everything to what everything is accurate in active division.
- Causes problem for Fall quarter when overload. FA union intervention may be needed. Having to pay back the college due to administrative error and suffer consequences to that.
- Meeting with all PD to go overloads is a good idea.
- Supplemental instruction is not going away. We may have to redesign it and provide new guidelines / parameters. Just restructured.

VII. Adjournments

- Zoom next PD meeting.

Minutes submitted by: Manny Diaz

Minutes Revised by: