



**FOOTHILL COLLEGE**  
**Planning and Resource Council (PaRC)**  
**Wednesday, April 15, 2015**  
**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

ITEMS	TIME	TOPICS	LEADERS	EXPECTED OUTCOME
1	1:30-1:33	Welcome	Miner	
2	1:33-1:35	Approval of Minutes: March 18, 2015	Miner	Action
3	1:35-1:38	Dental Hygiene Substantive Change Proposal – 2 <sup>nd</sup> Read for Approval	LaManque, Spragge	Action
4	1:38-1:40	Perkins Career Technical Education (CTE) Allocation Requests for 2015-16 – 2 <sup>nd</sup> Read for Approval	Workforce Workgroup	Action
5	1:40-2:00	Program Review Committee (PRC) Recommendations – 1 <sup>st</sup> Read	PRC	
6	2:00-2:05	Emergency Hire: DSPS Instructor	Teresa Ong	Information only
7	2:05-2:25	Faculty & Staff Request Presentation	Messina, Mummert, Slater, Swett	
8	2:25-2:35	Goals Framework	Holcroft	
9	2:35-2:50	Workgroups & 3SP Advisory Council Updates	Basic Skills Workgroup, OPC, Student Equity Workgroup, Transfer Workgroup, Workforce Workgroup, 3SP Advisory Council	
10	2:50-2:55	Accreditation Annual Report	LaManque	
11	2:55-3:00	Educational Master Plan (EMP)* Update (Standing Item)	Kuo	

**Notes:**

Faculty & Staff Prioritization Survey Opens  
Assess ILO “Communication” (ongoing through 2014-15)

**ATTACHMENTS:**

Item 2: Draft Minutes of March 18, 2015 Meeting  
Item 3: Dental Hygiene Substantive Change Proposal  
Item 4: Perkins Career Technical Education (CTE) Allocation Requests for 2015-16  
Item 5: Program Review Committee (PRC) Recommendations

**Upcoming Events:**

April 23 – 24, 2015 Foothill College Beyond Diversity Seminar  
April 29, 2015 – Authors Series: Meera Ekkannanth Klein

\*For clarity purposes, the Educational Strategic Master Plan (ESMP) will now be referred to as the Educational Master Plan (EMP).

**PaRC Members Present:**

Behrouz Amirbadvy, Bernata Slater, Bernie Day, Carolyn Holcroft, Clare Tang, Craig Gawlick, David Evans, Debbie Lee, Evelyn Chon, Josh Rosales, Judy Miner, Karen Smith, Kurt Hueg, Paul Starer, Robert Cormia, Sarah Munoz, Teresa Ong, Victor Tam

**PaRC Ex-Officio Members Present:**

Andrea Hanstein, Andrew LaManque, Casie Wheat, Denise Swett, Elaine Kuo, John Mummert, Kimberlee Messina, Nanette Solvason

**Guests:**

Jon Rubin

**Meeting began at 1:33PM.**

**1. Welcome**

President Judy Miner welcomed PaRC members to the April 15 meeting.

**2. Approval of Minutes: March 18, 2015**

Miner presented the March 18 PaRC minutes for approval. Associate Vice President Andrew LaManque requested the correction of line four of Item 6: Review of Institutional Standards. LaManque stated that a standard should be defined as a minimum expectation or floor for the goal. March 18, 2015 Minutes approved with edits by consensus.

**3. Dental Hygiene Substantive Change Proposal – 2<sup>nd</sup> Read for Approval**

LaManque presented the Dental Hygiene Substantive Change Proposal for approval. Dean of Biological & Health Sciences Nanette Solvason asked if Dental Hygiene had to submit a program proposal for curriculum changes. Miner stated that due to the nature of the pilot program, the college would work with the current internal curriculum practices before submitting changes to the State. LaManque noted that Spragge would continue to work on the curriculum this Spring Quarter. Solvason asked if a proposal had to be submitted to the Workforce Workgroup for Perkins funding. Vice President of Workforce & Institutional Advancement John Mummert commented that a proposal was required when requesting Perkins funding. Miner thanked Spragge for her hard work on the pilot program. Dental Hygiene Substantive Change Proposal approved by consensus.

**4. Perkins Career Technical Education (CTE) Allocation Requests for 2015-16 – 2<sup>nd</sup> Read for Approval**

Workforce Workgroup Administrative Chair Teresa Ong presented the Perkins Career Technical Education (CTE) Allocation Requests for 2015-16 for approval. Mummert commented that the State's budget allocations would be higher than originally projected. Perkins Career Technical Education (CTE) Allocation Requests for 2015-16 approved by consensus.

**5. Program Review Committee (PRC) Recommendations**

LaManque presented the PRC Recommendations as a first read to PaRC. LaManque reported that twenty-nine comprehensive reviews were evaluated over the Winter Quarter. PRC would continue to meet throughout the Spring Quarter to review the process. The PRC

materials posted online presented an informational package on the program review process. LaManque highlighted some examples of the types of suggestions that PRC made on program reviews. Overall, four programs were recommended to submit comprehensive reviews next year. Associated Students of Foothill College (ASFC) Senator Behrouz Amirbadvy asked why only some program reviews were being reviewed. LaManque reminded PaRC that only the comprehensive program reviews were presented today and that annual program reviews could be found online. Transfer Workgroup Administrative Chair Kurt Hueg asked how the campus could support the program review process and recommended holding program review workshops. LaManque commented that another option could be to have programs present their reviews to PRC.

Commenting on the Spanish Department's program review, Starer asked if there was a space for mitigating the feedback provided in the reviews. Messina commented that in terms of the PRC process, programs could continue to document positive developments and work with their dean to establish a plan for the program's future. ASFC Senator David Evans asked if there was a mechanism to help programs interact with PRC for the purposes of meeting the needs of each individual program. Mummert commented that it was not PRC's charge to help programs succeed; instead, PRC was tasked with notifying the campus of programs that were receiving a yellow or red rating. Lamanque replied that PRC made suggestions to each program through the review process; but ultimately, it was the program's responsibility to take action and ensure program success.

## **6. Emergency Hire: DSPS Instructor**

Ong presented the Emergency Hire: DSPS Instructor as an informational item. Ong reported that since the last economic crisis, enrollment in adaptive learning areas was decreasing. An additional DSPS instructor would help to restore the enrollment loss in the area. The State had allocated 105% of the funding for the position and promised to continue to provide funding. Lastly, Ong noted that this funding could only be used for DSPS. Operations & Planning Committee (OPC) Faculty Chair Debbie Lee asked why the item was considered an emergency hire. Miner replied that this position was considered an emergency hire because it would not follow the standard prioritization process.

## **7. Faculty & Staff Request Presentation**

Messina presented the Faculty & Staff Prioritizations for the Office of Instruction & Institutional Research. Messina noted that the request would be resorted in order of the vice president's ranking column and the updated document would be posted online shortly. Messina commented that many of the rankings were made with consideration of the FHDA Education Center, which opened in Fall 2016. Miner commented that faculty would be hired to meet the needs of both the main campus and the new campus. Solvason asked how many positions the college would be authorized to hire. Messina commented that Foothill actually owed the District positions; however, there were retirements to consider. Miner stated that Vice President of Finance & Administrative Services Bernata Slater was still negotiating with the District. Miner commented that the prioritization survey would ask PaRC voting members to rank five to six faculty positions and three staff positions.

The Office of Finance and Administrative Services did not have any faculty and staff requests at this time.

Vice President of Student Services Denise Swett presented the Faculty & Staff Prioritizations for Student Services. Miner requested clarification for the Student Services rankings and asked that the document be reposted once the requests were sorted by the vice president's ranking column. Regarding the Health Services request, Classified Senate President Karen Smith noted that Planned Parenthood might help to provide additional services. Swett then reviewed the staff prioritizations and noted that some positions might be covered by the Student Success & Support Program (3SP) funds, if the positions were considered appropriate 3SP expenditures.

Miner presented the President's Prioritizations. Regarding the Classified Senate request for video conferencing equipment, Miner recommended the use of Zoom, which was a free service for community college staff. After Miner reviewed the requests for the Transfer Center, Swett noted that the center would be named the Transfer and Career Center, and not the Transitions Center. Regarding the Marketing Department's request for website design funding, Slater stated that District funds would not be used. Hueg asked if one consultant could be hired to work on the websites of both De Anza and Foothill. Director of Marketing and Public Relations Andrea Hanstein replied that the colleges could work with the same consultant; however, each college reserved the right to choose their own consultants. Student Trustee Evelyn Chun commented that having similar designs for the De Anza and Foothill websites would be helpful for students when seeking out information.

Due to time limitations, the Workforce & Institutional Advancement Priorities would be presented at the May 6 PaRC meeting. Mummert noted that all requested faculty and staff positions from the Office of Workforce & Institutional Advancement would not be funded with general funds.

### **8. Goals Framework**

Academic Senate President Carolyn Holcroft presented the Goals Framework item. The goals document, which required the establishment of goals in the areas of successful course completion (data mart), accreditation, ending fund balance, audit findings, was due to the State on June 15. Holcroft noted that due to this year's short deadline, the college did not have much time to work on the goals; however next year, the college would be able to do more focused work. Institutional Researcher Elaine Kuo commented that next year's metrics would be available online so that Foothill would be able to see the goals and requirements from other community colleges.

### **9. Workgroups & 3SP Advisory Council Updates**

Due to time constraints, this item will be presented at a later date.

### **10. Accreditation Annual Report**

LaManque presented the Accreditation Annual Report and noted that the report was now posted online.

### **11. Educational Master Plan (EMP) Update (Standing Item)**

Kuo announced that the EMP effort was happening this Spring Quarter with multiple avenues for campus participation. There would also be an online input survey, which offered incentives for participation. Campus interviews with the Master Plan consultants would be held on Tuesday, April 28 and Wednesday, April 29.