

**FOOTHILL COLLEGE**

**Planning and Resource Council (PaRC)**

**Wednesday, October 05, 2016**

**MEETING MINUTES**

**PURPOSE:** Participatory Governance Leaders Meeting

**LOCATION:**  Administration Building / Room 1901 / President’s Conference Room

**TIME:**  1:30 – 3:30 PM / First and Third Wednesdays

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **TIME** | **TOPICS** | **LEADERS** | **EXPECTED OUTCOME** |
| 1 | 1:30-1:40 | Welcome Back & PaRC Introductions (Confirm PaRC Membership) | PaRC Tri-Chairs |  |
| 2 | 1:40-1:45 | OPC Resource Prioritization – Approved Funding Updates | Slater |  |
| 3 | 1:45-1:50 | Facilities Master Plan Update | Slater |  |
| 4 | 1:50-1:55 | Approve Meeting Minutes – June 15, 2016 | PaRC Tri-Chairs | Approval |
| 5 | 1:55-2:05 | Approve PaRC Annual Planning Calendar for 2016-2017 | PaRC Tri-Chairs | Approval |
| 6 | 2:05-2:20 | IP&B Taskforce Recommendations – *1st Read* | LaManque |  |
| 7 | 2:20-2:30 | Program Creation Proposals – *1st Read* | Various |  |
| 8 | 2:30-2:55 | Instructional Faculty Prioritization for 2016-2017 -*1st Read* | LaManque |  |
| 9 | 2:55-3:05 | Core Mission Workgroup Objectives Template for 2016-2017 – *1st Read* | PaRC Tri-Chairs |  |
| 10 | 3:05-3:20 | Workforce & Grants Expenditure Planning | Workforce Tri-Chairs |  |
| 11 | 3:20-3:30 | Accreditation Self-Study Update | LaManque / Nguyen |  |

**INFORMATIONAL MEMOS** *(posted to website for review)*

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| --- |
| Basic Skills Workgroup Reflections from 2015-2016 |
| Student Equity Workgroup Reflections from 2015-2016 |
| Workforce Workgroup Reflections from 2015-2016 |
| Transfer Workgroup Reflections from 2015-2016 |
| Operations Planning Committee Reflections from 2015-2016 |

**MEMBERS PRESENT:** Courtney Cooper, Cleve Freeman, Dawn Girardelli, Adrienne Hypolite, Debbie Lee, Maureen McCarthy, Thuy Nguyen, Erin Ortiz,

Denise Perez, Ramiel Petros, Lori Silverman, Bernata Slater, Paul Starer, Lan Truong, Donna Wolf, Teresa Zwack, Sonia Beckstrom, Micaela Agyare

**EX-OFFICIO PRESENT:** Laureen Balducci, Karen Erickson, Moaty Fayek, Andrea Hanstein, Andrew LaManque, Thom Shepard

**GUESTS PRESENT:** Nanette Solvason, Falk Cammin, Isaac Escoto, Mike Mohebbi [meeting minutes]

**(1) WELCOME BACK & INTRODUCTIONS**

Thuy Nguyen (President) welcomed the attendees to the 1st meeting of the 2016-2017 academic year; individual introductions were made. The 2016-2017 membership of the Planning & Resource Council (PaRC) was approved by consensus.

Additional announcements were made:

* Ramiel Petros (ASFC President) noted that the recent Campus Town Hall was received positively; it was engaging and there was good student involvement, particularly via discussions occurring in the Library Quad directly after the event. He emphasized that 22 students registered to vote the day, with another 60 having registered in the previous week.
* Ramiel Petros stated that the goal of student government this year is to engage students outside of the classroom and on campus. Their next step is outreach, specifically Club Day next week. He also requested the meeting schedules of the various participatory governance committees in order to better coordinate student participation.
* Thuy Nguyen is floating the idea of PaRC and/or participatory governance ‘buddies’ for students. Students serving on the various committees should be paired up with experienced committee members to help them orient to the different processes and learn how the system works.
* Cleve Freeman (Transfer Tri-Chair) announced that the Foothill College Transfer Fair is scheduled for October 19 from 10:00AM-1:00PM.
* Thom Shepard (Acting Dean of Student Affairs) announced that an M.O.U. has been signed with 2nd Harvest Food Bank. A Foothill College food bank is now open and stocked; it is located in the Campus Center near the Student Affairs office.
* Donna Wolf (Workforce Tri-Chair) announced that Workforce and Community Education personnel have relocated to the Sunnyvale Center.

**(2) APPROVE MEETING MINUTES – JUNE 15, 2016**

The meeting minutes from the last session of PaRC for the 2015-2016 academic year (June 15, 2016) were approved by consensus; no revisions.

**(3) APPROVE 2016-2017 PaRC ANNUAL PLANNING CALENDAR**

Andrew LaManque (Interim VP Instruction) reviewed the PaRC orientation PowerPoint presentation. The full presentation can be found here: <http://www.foothill.edu/president/parc/minutes/parc2016-17/10.05.16/PaRC_Orientation_Oct2016.pptx>

The presentation focused on several key aspects, including the role of PaRC, PaRC’s role within the planning and accreditation cycle (starting with the Educational Master Plan: <http://www.foothill.edu/president/parc/minutes/parc2015-16/02.03.16/FH_EMP_2016-2022_draft.pdf>), as well as the committee’s composition.

As a reminder, PaRC’s role includes:

* Prioritizing expenditures to advance the strategic initiatives including resource requests for personnel, facilities, technology, and supplies.
* Develop policy regarding budget reduction; review College and District policies and develops procedures to implement policy.
* Provide accreditation oversight.
* Advise the President on issues regarding campus climate and any other issues affecting the well being of the College at large.
* Evaluate instructional program discontinuance proposals.
* Promote awareness and understanding of Foothill College budgeting, FHDA district budget, and the state budget.
* Evaluate proposed new instructional and student services programs against sustainability and compatibility with Foothill’s strategic initiatives.

The committee is composed of the following members:

* Voting Members
  + PaRC Tri-Chairs: College President (non-voting), Academic Senate President & Classified Senate President
  + ASFC Representatives: ASFC President, ASFC Student Trustee & (2x) ASFC Members
  + Core Mission Workgroup Tri-Chairs: Basic Skills, Student Equity, Transfer Workgroup, Workforce, Operations Planning Committee (OPC)
* Non-Voting Members (Ex-Officio)
  + ACE, CSEA, FA, Teamsters, Operating Engineers, MSA Representatives
  + Vice President(s), Associate Vice President(s), Assistant to the President (PaRC Secretary)

The College is currently in Year 6 of the planning calendar, with multiple paths (initiatives) running concurrently. An overview can be found below:



The PaRC annual planning calendar was approved by consensus; no additional questions or concerns.

**(4) OPC RESOURCE PRIORITIZATIONS – APPROVED FUNDING UDPATES**

Bernata Slater (OPC Tri-Chair) reviewed the OPC Resource Prioritization spreadsheet and explained each of the columns (departmental prioritization, Vice President prioritization, final funding approval, and additional notes). Nearly $2.5 Million ‘high-priority’ projects were reviewed during the Operations & Planning Committee (OPC) meetings in Spring 2016. Campus safety is a pending item as the College is waiting from recommendations from outside consultants. Additionally, now that Measure C projects have been completed, money from that source can be allocated to campus safety initiatives.

A summary of the funding requests ($) and their prioritization by OPC can be found below:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REQUESTS** | **VP RATINGS ($)** | | **OPC RATINGS** | | | | | |
|  | ALL | HIGH BY VP | HIGH | MED | LOW | N/A | HIGH BY VP | TOTAL |
| B-Budget | $1,595,593 | $1,227,543 | 4 | 11 | 6 | 10 | 31 | 59 |
| Re-Assign | $666,450 | $172,000 | 1 | 3 | 0 | 0 | 4 | 31 |
| Equipment | $1,686,600 | $882,800 | 5 | 13 | 12 | 17 | 47 | 81 |
| Facilities | $230,000 | $100,000 | 0 | 1 | 0 | 0 | 1 | 3 |
| One-Time | $1,978,520 | $30,000 | 0 | 0 | 2 | 1 | 3 | 14 |
| **TOTAL** | $6,157,163 | $2,412,343 | 10 | 28 | 20 | 28 | 86 | 188 |

Debbie Lee (OPC Tri-Chair) requested clarification in use of lottery funds to purchase calculators for in-class use. It was noted that some calculators have already been purchased and sharing of those materials should be considered first.

The full OPC prioritization spreadsheet can be found here: <http://www.foothill.edu/president/parc/minutes/parc2016-17/10.05.16/OPC_Prioritizations_PaRC.xlsx>

**(5) FACILITIES MASTER PLAN (FMP) UPDATE**

Bernata Slater presented the FMP as an information item. This was an update from the draft presented to PaRC in the spring. Because of district planning needs the Board was presented with the updated plan in August 2016. The Board asked that an update be presented in August 2017. Bernata reminded PaRC that the development of the Facilities Master Plan (FMP) was a coordinated, District-wide effort. Based on the goals of the Educational Master plan, the Foothill FMP committee discussed the need to emphasis ways to support access to student services in our facilities plans. The committee discussed the need to improve the pathways from the lower to upper campus, especially given the new district building. The committee also discussed bike access to and on campus. The committee felt strongly that the physical location of college student services should be reviewed and receive priority in the coming years. The concept of a student services corridor was proposed. The plan provides several options for the campus that will need to be more fully examined before the campus can decide on any changes, if any. However, the importance of providing equitable access to student services should guide future facilities decision-making. Assessing the options for achieving the goal, including cost and impact on existing pathways would be done in a feasibility study.

Ramiel Petros requested clarification on how to give feedback and/or additional input. It was noted that feedback was considered during the document drafting process and planning meetings in Spring 2016. Additional comments would be part of programming efforts in the future.

In response to the three options for the location of Student Services detailed in the FMP, Lan Truong (Transfer Tri-Chair) commented that the Student Services division preferred all services (e.g. Admissions & Records, counseling, etc.) be located together in some type of centralized hub for students’ ease of access. This feedback was shared at the most recent Student Services division retreat.

**(6) WORKFORCE & GRANTS EXPENDITURE PLANNING**

Donna Wolf presented on the Perkins and Career Technical Education (CTE) funding allocation spreadsheets. She noted that funding is available and the committee is scheduled to meet by November 2016. She added that the SB1070 funds are being extended 10 months. CTE grants allow for training students in career fields and all the funds go towards instructional expenses. She also noted that the funding is also focused on bringing greater diversity into the various CTE programs.

A summary of the Perkins allocation can be found here: <http://www.foothill.edu/president/parc/minutes/parc2016-17/10.05.16/Perkins_2016-17_Allocations.xlsx>

A summary of the CTE funding allocation can be found here: <http://www.foothill.edu/president/parc/minutes/parc2016-17/10.05.16/CTE_Transitions_16-17.docx>

**(7) PROGRAM CREATION PROPOSAL *– 1st READ***

Falk Cammin (Humanities) presented a proposal to create a credit Certificate of Achievement in Humanities. According to the program creation proposal:

*The goals of this certificate are to graduate students who have gained a solid foundation in the Humanities and for transfer students to apply these skills to other areas of study. This certificate emphasizes the principles and concepts in interdisciplinary thinking and problem solving that will transfer across disciplines and enrich professional careers in areas as varied as technical writers, public relation managers, lawyers and FBI agents. A certificate of Achievement in Humanities enables students to better see the interconnectedness of all areas of knowledge, develop a global perspective as a result of having studies the ideas and cultural products of cultures throughout the world, clarify one’s values by comparing and contrasting them to what others have thought and deepen one’s sources of wisdom by learning how others have dealt with failures, success, adversities and triumphs.*

The program creation document will be presented for 2nd read for approval at the upcoming October 19 meeting.

**(8) IP&B TASKFORCE RECOMMENDATIONS *– 1st READ***

Andrew LaManque presented the summary of discussion items from the Summer 2016 Integrated Planning & Budget (IP&B) committee. They included:

* Faculty Hiring Process
* Classified Hiring Process
* New Faculty Request Form
* Comprehensive Program Review Cycle Length
* TracDat Pilot
* Documented Process for Creation/Implementation of Learning Community Programs
* Follow-Up for Annual Program Reviews and Associated Resource Requests
* Linkage Between Annual and Comprehensive Program Review
* Classified Staff Involvement in Program Review
* Discussion of Program Review in Winter Quarter
* Student Services Program Review
* Governance Handbook
* Change of PaRC

A brief summary of each item can be found here: <http://www.foothill.edu/president/parc/minutes/parc2016-17/10.05.16/IPB2016_FollowUpItems_V2.docx>

The Integrated Planning & Budget (IP&B) committee brought four proposals to PaRC for discussion and approval.

TracDat Pilot: <http://www.foothill.edu/president/parc/minutes/parc2016-17/10.05.16/Draft_IPB_Proposal_2016_Annual_PR_Pilot_Using_Tracdat.docx>

A new version of TracDat (V5.2) has been released and customer support is no longer available for the older version of TracDat (V4.6) currently being used at the College. The new version of TracDat allows for the annual program review ‘template’ to be integrated into the program, including resource requests, thus removing the need for multiple templates and print-outs. Multiple annual program reviews could be saved via TracDat. At this point in time; however, comprehensive program reviews are still limited to the word templates provided by the Office of Instruction. IP&B recommends to PaRC that the Program Review Committee (PRC) be charged with conducting a pilot to assess the feasibility of using TracDat to complete program review rather than using the template. The 2016-2017 pilot would include 3-5 units from across the College currently scheduled to complete an annual program review.

Position Prioritization: <http://www.foothill.edu/president/parc/minutes/parc2016-17/10.05.16/Draft_IPB_Proposal_2016_PaRC_Position_Prioritization.docx>

IP&B was charged with developing guidelines and/or criteria for ranking full-time faculty hires in-cycle, as well as new classified staff positions.’ The group felt that PaRC did not have enough information to do its own ranking without requiring each member to thoroughly read each program review. In the past there was not an explicit rubric used nor criteria identified – it ended up being more of a popularity contest rather than a systematic ranking based on the needs of the college in achieving its mission. Instead, the committee proposed that the College continue to use their current ranking/prioritization processes but exclude the step of individual rankings by PaRC members. Program faculty and directors identify position requests during the program review process, the deans provide feedback, and VPs continue to collaborate to prioritize the list based on this information. This information will continue to be aggregated in a matrix of information that is shared with PaRC. The division faculty ranking, dean’s ranking, as well as the VP ranking should be included. IP&B recommends that PaRC no longer rank the prioritization list for new faculty and classified positions (does not include replacement classified positions) in making its recommendation to the President. Instead, it is suggested that PaRC reviews the prioritized list and votes as a recommendation to the President to either: (a) approve, (b) reject, or (c) send back the list (with suggestions / questions) for further review. PaRC would not do a ranking itself – an up or down vote by PaRC ensures that the process remains transparent and informed by program review.

Debbie Lee requested that the word ‘new’ be removed, as the PaRC prioritization does not only deal with ‘new’ faculty.

Length of Comprehensive Program Review Cycle: <http://www.foothill.edu/president/parc/minutes/parc2016-17/10.05.16/Draft_IPB_Proposal_2016_Length_of_Comprehensive_PR_Cycle.docx>

Foothill College uses a 3-year comprehensive program review cycle. Historically, the 3-year cycle was chosen to correlate with our 6-year accreditation cycle. That is, each accreditation self-study includes two comprehensive reviews for each program, which allows us to accurately demonstrate our timely, cyclical use of program review data to inform changes for program improvement. The committee reviewed the benefits of the 3-year cycle versus a 6-year cycle. IP&B recommends that Foothill College continue with the 3-year comprehensive program review cycle.

New Initiative Form: <http://www.foothill.edu/staff/irs/New_Initiative_Proposal.pdf>

The 2011 Foothill College Governance Handbook states that *‘Program Creation is handled similarly to resource allocation of existing programs to ensure the proposed program meets a substantiated student need, is aligned with the College mission and that the College is able to commit to the resource needs of a program before the program is in development stages.’* IP&B felt that a form should be developed and used by faculty and staff who intend to develop a new initiative that has the potential to have a college-wide impact on resources (regardless of funding source), and involves direct service to students. This would include initiatives that recruit students to be part of a distinct activity or service group / cohort.

Ramiel Petros asked for clarification on the reasoning behind adding a new form that would possibly make things more difficult for a new program to get started. It was noted that this approach would allow oversight and identifies support for new initiatives to make sure they are not overlapping with other existing services. This would assist with planning of coordination and is designed to facilitate communication, not build additional barriers to innovation. The main point is to require notification to the various participatory governance groups – it is critical they be aware of upcoming/planned initiatives.

Erin Ortiz (Classified Senate President) suggested adding a section for ‘previous history’ to the new initiative form to note if there was a prior activitiy on campus that mapped to or resembled this new initiative.

The four proposals from Integrated Planning & Budget (IP&B) will be presented for 2nd read for approval at the upcoming October 19 meeting.

**(9) INSTRUCTIONAL FACULTY PRIORITIZATION FOR 2016-2017 *– 1st READ***

Andrew LaManque noted that the instructional program reviews (both annual and comprehensive) are uneven when describing requests for faculty positions. Some of the program reviews have robust descriptions linking data to the associated request(s) while others are very simple. He reviewed data compiled by the Office of Instruction regarding trends in student enrollment within different departments, using this information to inform the prioritization of the faculty positions, along with discussions with the previous Vice Presidents of Instruction and instructional deans. Debbie Lee requested PaRC look at the metrics used for the prioritization and discuss documentation.

Based on discussions with the District, the current assumption is that Foothill will be allowed to replace the 14 vacant instructional faculty positions in 2016-2017. The current prioritization proposal would rehire in the same department for 13 of the 14 full-time positions. Members were reminded that vacant faculty positions are considered together for need – the department with the vacancy is not automatically allowed to rehire. Given the needs it turned out that way this year but that is not to be expected every year.

The prioritization (along with sample metrics) can be found here: <http://www.foothill.edu/president/parc/minutes/parc2016-17/10.05.16/Instructional_Faculty_Prioritization_Package.pdf>

The prioritization will be presented for 2nd read for approval at the upcoming October 19 meeting.

**(10) CORE MISSION WORKGROUP OBJECTIVES TEMPLATES FOR 2016-2017 *– 1st READ***

No changes were made to the Core Mission Workgroup Objectives templates. The templates will be presented for 2nd read for approval at the October 19 meeting.

**(11) ACCREDITATION SELF-STUDY UPDATE**

Thuy Nguyen briefly reviewed the four ACCJC accreditation standards:

* Standard I – Mission, Academic Quality and Institutional Effectiveness, and Integrity
* Standard II – Student Learning Programs and Support Services
* Standard III – Resources
* Standard IV – Leadership and Governance

She reminded the group that volunteers are still needed for each of the four standard groups. Our College site visit is scheduled for October 2017.

More information about our current efforts regarding accreditation can be found here: <http://www.foothill.edu/accreditation/>