



FOOTHILL COLLEGE
Planning and Resource Council (PaRC)
Wednesday, June 19, 2013
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

ITEMS	TIME	TOPICS	LEADERS	EXPECTED OUTCOME
1	1:30-1:35	Welcome	Judy Miner	
2	1:35-1:40	Approval of Minutes: June 5, 2013	Judy Miner	Action
3	1:40-1:55	Emergency Hire in Psychology – 2 Hires	Kurt Hueg	Action
4	1:55-2:20	Professional Development Presentation	Maureen Chenoweth, Carolyn Holcroft, Ben Stefonik	Discussion
5	2:20-2:35	Review of PaRC's Self Assessment – How to make improvements	Elaine Kuo	Discussion
6	2:35-2:50	Reconvene Summer Task Force – Update charge	Kimberlee Messina	Action
7	2:50-2:55	Summer Schedule – Possible PaRC Meeting on Wednesday, August 7 th ?	Judy Miner	Discussion
8	2:55-3:00	Questions/Concerns/Announcements	Judy Miner	Discussion

ATTACHMENTS:

- Item 1: Draft Minutes of June 5, 2013 Meeting
- Item 2: Faculty Professional Development Survey Results

Meeting began at 1:33PM.

Present:

Mark Anderson, Alex Baker, Lauren Balducci, Maureen Chenoweth, Robert Cormia, Mia Casey, Dolores Davison, Bernie Day, Joseline Diaz, Craig Gawlick, Meredith Keiser, Elaine Kuo, Andrew LaManque, Charlie McKellar, Kimberlee Messina, Mariam Mostafa, Sarah Munoz, Peter

Murray, Leslye Noone, Erin Clifford Ortiz, Sara Schueler, Roberto Sias, Nanette Solvason, Paul Starer, Adiel Velasquez, Pam Wilkes, Lauren Wilson, Omar Zeitoun

1. Welcome

President Miner welcomed the group. She noted that this would be the last PaRC meeting of the 2012-2013 academic year.

2. Approval of Minutes: June 5, 2013

Minutes approved by consensus.

3. Emergency Hire in Psychology – 2 hires

Kurt Hueg reported on the status of the Psychology department. The department will lose one full-time faculty member to retirement effective Fall 2013. Hueg stated that a full-time position was hired out for in Spring 2012, but the new hire resigned before teaching any courses; thus, the Psychology department is now short two full-time faculty positions. Currently part-time faculty members are teaching full loads in attempt to meet the demands of enrollment. Hueg proposed that one position be opened for hire in the Fall 2013; and if there is additional FTE, a second position (pending District approval) be opened for hire in Spring 2014.

After hearing Hueg's evidence, PaRC gave its approval to hire the first prioritized position, and also gave a recommendation to open a second position for hire, pending District approval.

4. Professional Development Presentation

Maureen Chenoweth, Carolyn Holcroft, and Ben Stefonik presented on their professional development workshops from the 2012-13 school year and also on the upcoming September 2013 Opening Day events. Holcroft and Chenoweth summarized the results of the Spring 2013 Faculty Professional Development Survey and the Classified Staff Professional Development Survey. The surveys' findings measured the effectiveness of workshops, surveyed suggested topics for future workshops, and assessed the most effective mode of communication for reaching out to college staff.

Stefonik gave an overview of the 2013 Opening Day schedule. He announced that equity would be the theme of Opening Day. The following speakers would be scheduled to present an Opening Day workshop: Felicity Thomas, Brian Dickerson, John Fox, and one TBA speaker. Stefonik then posed the issue of a funding source to pay for visiting speakers. He put forth a request for \$3000 per quarter for Professional Development activities. Stefonik explained that because the Professional Development Committee was a new working group (formed winter quarter), they did not participate in the formal budget process. Judy Miner commented that she would look forward to seeing a program review from the committee next year. Miner stated in the coming year, there would be a reduction in the amount of money spent on sending people to the League of Innovation; thus a happy budget balance between League of Innovation fees and Professional Development could be found.

5. Review of PaRC's Self Assessment

Elaine Kuo gave an overview on the results from the Governance Survey, an annual evaluation of planning and budget decision-making process. The results of the survey would set the agenda for the work of the Summer Task Force, also known as IP&B. This was the first year that the survey went out to everyone on campus. Overall, 71 people participated in the survey, which was a vast improvement from year prior; no students chose to participate. Kuo's summary of the survey found that email was the predominant mode of communication followed by division meetings. The

survey also provided informative feedback on the planning and resource process. Kuo commented that this survey could be used to gauge how familiar the campus was with PaRC and also processes related to the forth year of planning cycle.

Survey outcomes demonstrated that the campus was not very familiar with the structure of PaRC, nor was the campus attuned to the deadlines and workings of the planning cycle. Survey questions also reviewed the following: program review, Perkins, SLOs and OPC resource requests. Kimberlee Messina noted that feedback from OPC has not yet been sent out yet, so feedback results on the survey might be low. Other conclusions derived from the survey included: the need for timely communication between PaRC and the campus; a reorganization of the PaRC website for easier access; the need for transparency during OPC processes; and how to get part-time faculty involved on campus.

6. Reconvene Summer Task Force (IP&B)

After hearing the results of the Governance Survey, Messina summarized some issues that IP&B could address over the summer, such as: allowing the college to reflect on templates from program reviews; and finding divisional SLO coordinators for the coming academic year. Lastly, Messina invited the college to send IP&B recommendations on OPC and PRC processes. Paul Starer stated that IP&B should work on calendar/timeline to make deadlines for each item known to the campus.

IP&B will have informal meetings throughout the summer; the focus of work is based on feedback given from PaRC.

7. Summer Schedule – Possible PaRC Meeting on Wednesday, August 7th?

Miner proposed that PaRC hold August 7th as a tentative summer meeting date. This meeting will be proposed via Outlook and confirmed or cancelled at a later date.

8. Questions/Concerns/Announcements

Bernata Slater announced that there would be an upcoming training to cover budget topics, such as: budget inquiries via banner, requisitions and purchase orders, etc. Slater noted that she is also working to create a budget website, which will provide the most current budget updates and news.