

**FOOTHILL COLLEGE GOVERNANCE
AND DECISION-MAKING MODEL**



June 10, 2022

Notes

General meeting 1-3 pm

Post regular meeting: 3-4 pm

1. Open forum
2. Notes from meeting of June 3rd
3. Information items:
 - a. Academic Senate action on charter (Kathryn)
 - Kathryn shared the action of the Academic Senate’s unanimous approval of the MIP-C charter
 - b. Summer class cancellations (John Fox/Ram)
 - John Fox raised the question as to why summer session classes were being cancelled earlier than usual and also before De Anza has started their cancellations. There was an extensive discussion about the factors that go into the cancellation of classes. Ram noted that class enrollments are closely monitored on a daily basis and when low enrolled classes do not show any steady increases, the class is cancelled sooner than later to allow students of the cancelled classes to meet with their counselors and find new classes. He also noted that the last class in a sequence or ones that are needed to fulfill G.E. requirements are not likely to be cancelled. He also shared issued of productivity and how that is calculated and that both Foothill and De Anza’s budget for part-time faculty is based on an overall productivity of 490. This number is a calculation of the number of students x the no. of class hours per week x the number of classes of a full time equivalent of faculty member’s load: if a full time equivalent

load is three 5 hour classes with a class size of 35 and the class is fully enrolled, then the productivity is: $3 \times 5 \times 35 = 525$.

- The outcome of the discussion was that guiding principles and the timetable that deans use to cancel classes should be in writing and shared broadly so they are transparent

4. Discussion/Action items:

- a. Development of Guiding Principles for resource allocation: human, physical, monetary (this will take time, and probably longer than we have meetings left in the academic year, but we could at least start the process).
- b. Review of MIP-C website (Simon et al.)
 - Simon noted the site is being built and will be launched this summer, subject to review and revision. The site will post the MIP-C charter and guidelines, memberships, meeting agendas, meeting notes, call for new agenda items, post the schedule of meetings and include a way to submit items for consideration

5. Upcoming items for the fall:

- a. Review of college committees to examine efficacy and efficiency (BCF)
 - Kathryn shared up updated list of “Landscape of Committees” which also includes the newly forming 13-55 Task Forces of the Strategic Vision for Equity. This document will be reviewed in the future to note which committees should sunset and which ones should remain active
- b. Review of Educational (Equity) Master Plan for Self-Study - tabled

6. Summary of day’s meeting

- a. The action item is for the class cancellation guidelines to be reduced in writing for all to see

7. Post meeting: self-assessment of the governance process to date

- a. The original governance thought partners met to determine whether sufficient onboarding of new members had been prepared. BCF is to locate notes from the group to that effect. Follow up: she noted that the first two meetings (4/22/22 and 5/6/22) of MIP-C reviewed the operational procedures of MIP-C and another document: “Summary of Onboarding Notes” had already been prepared by the original planning group and both would be used for onboarding new members in the fall.

Upcoming meetings:

Dates TBA for Fall Quarter, Friday, 1-3 pm