



# PLANNING & RESOURCE COUNCIL

## AGENDA

**February 2, 2011**

Purpose: **Participatory Governance Leaders Meeting**  
Location: **PRESIDENT'S CONFERENCE ROOM**  
Time: **1<sup>st</sup> & 3<sup>rd</sup> Wednesday - 1:30 p.m. to 3:00 p.m.**

<b>DATE</b> <b>February 2</b>	<b>AGENDA TOPIC</b>	<b>DISCUSSION LEADER</b>	<b>EXPECTED OUTCOME</b>
1:30 - 1:35	Introduction of Guests	Miner	
1:35 - 1:40	Approval of Minutes for <b>January 19, 2011*</b>	Miner	Approval
1:40 - 1:50	• Accreditation Update	Hueg	Information/Discussion
1:50 - 2:00	• Presentations: ESMP Appendix Plan #10 - Student Equity	Myers	Information/Discussion
2:00 - 2:30	• Questions/Rumors/ Announcements	Miner	Information

**NOTE: ALL RESOURCE REQUESTS ARE DUE TO OPC ON FEBRUARY 17**

**DIVISION PLANS (10 minutes each) to be presented:**

February 16: Counseling, Learning Resource Center, LA Division, FA Division, ALD Division

March 16: BSS Division, PSME Division, CTIS Division, BHS Division, HP Division

**\*ATTACHMENTS:**

Minutes 1.19.11

Basic Skills Workgroup Presentation (2 docs)

Updated PaRC Calendar



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## Basic Skills Workgroup

### Update to PaRC

Date: January 19, 2011 Time: 1:30 p.m.

Location: President's Conference Room

#### Tri-Chairs:

Darya Gilani

Teresa Ong

Paul Starer

#### Members:

Lyliana Hernandez

Susie Huerta

Elaine Kuo

Phuong Lam

Debbie Lee

Kelly Lopez

Leslye Noone

Pam Wilkes

#### Ex-Officio:

Eloise Orrell

### Goals Presented to PaRC on Oct. 20, 2010

- Goal: Gain committee participation across disciplines.

Since our first October meeting, the BSW has gained new members, and now has involvement from Outreach, the Library, Tutorial Center, Math, English, Office of Instruction and Institutional Research, Pass the Torch and Adaptive Learning. We continue to invite members to be confirmed through their senates, or just drop in on a meeting if they have questions or thoughts to add, we also continue to add those interested to the email distribution list. Also, all meeting information is posted on:

<http://foothill.edu/president/basicskills.php>

- Goal: Re-affirm Workgroup mission

- The "Poppy Copy", or the Executive Summary guiding Basic Skills work in California, states that, "A clearly articulated mission based on a shared, overarching philosophy drives the developmental education program." The Workgroup readily re-affirmed the final mission to read:

*The Basic Skills Workgroup/College Skills steering committee on the Foothill campus coordinates the design and implementation of programs that support the development of foundation skills in reading, writing, mathematics, English as a Second Language, and learning/study to achieve success in college-level courses. In doing so, we endeavor to focus necessary and purposeful activities in four areas of effective practice: organization/administration, program design, staff development, and instructional practice.*

(This update will be archived online through the President's Office.)

- Goal: Find ways to better serve basic skills students' needs in the immediate future.
  - We've started working toward this goal with a variety of projects:
    - \* Informational Tutorial Services Flowcharts - To better serve students, the Workgroup decided to create simple one-sheets for students to describe what services are available to them depending on their level of coursework.
    - \* Basic Skills Student Survey - Student Member Kelly Lopez, with the help of Elaine Kuo and the Workgroup, developed a Survey that was distributed last week to all basic skills students. This survey asks questions about awareness, use and need regarding Academic Support Services at Foothill. There are over 1500 surveys distributed, and we are hoping for a high return rate. We will present the results of these surveys at our next BSW meeting and also to PaRC at our next update.
    - \* Program Review/Resource Requests - Because all programs are completing these documents, and are aligning their goals with a core mission, the group is using these to inform how we advocate for resource needs. The BSW has asked the Deans to provide a list of prioritized needs directly related to Basic Skills by Monday, January 24<sup>th</sup>. The requests will be reviewed with the metrics set forth by the Poppy Copy, Action Plans, and, most importantly, by asking how we can serve the most students as soon as possible. We will forward our recommendations to PaRC and to the President.
  
- Goal: Development of IRW program.
  - Susie Huerta has kept the group updated on the IRW courses, which will run for the first time in Fall 2012, after they pass through the UC transfer process deadline, which is in June, and the IGETC deadline, which is in December. In the Math department, Debbie Lee has kept the group updated on the new course pathways Math 48 A/B/C, which will debut next fall.
  
- Goal: Update of Inventory completed in 2008 to review Basic Skills needs on campus
  - After the completion of our survey and current projects, the BSW will work to update the 2008 Inventory using survey data, program review and information from the group. This Inventory will be our guide as we continue to add to and measure our goals related to the Educational and Strategic Master Plan.



# Student Equity Report

Wednesday, February 2, 2011  
PaRC Presentation



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# Student Equity

- In order to promote student success for all students, the governing board of each community college district is required to adopt a student equity plan for each college in the district (Title 5, §54220).



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# Achievement Gap

- Defined as the inequality in educational outcomes for historically underserved groups (Bensimmon, 2005).
- Implications for closing the gap
  - Economic
  - Moral and psychological



# McKinsey Study of Economic Index

- Future job opportunities will require an educated workforce, while there may be a shortage of educated workers to meet the needs of the US economy (2009).



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# Overview

- Introduction
  - Update from 2005 Report
- Considerations
  - Equity Plan should be part of institutional focus
  - PaRC should be involved in strategic planning and program reviews related to equity plan
  - Equity plan should be incorporated in core mission groups





# Five Areas

- Access
- Course Completion
- Basic Skills Completion
- Degree and Certificate Completion
- Transfer



# Access

Table 1. Ethnic Breakdown Trend of Foothill Students, Fall 2003 to Fall 2009

Ethnicity	Fall 2003 Students	Fall 2005 Students	Fall 2007 Students	Fall 2009 Students
African American	4%	4%	4%	4%
Asian/Filipino/PI	32%	33%	36%	28%
Hispanic	15%	14%	15%	13%
White	49%	49%	46%	49%
Multi-Ethnic	0%	0%	0%	6%
Total	100%	100%	100%	100%

Note: Students whose ethnicity is unreported are excluded, accounting for 15% of student population.

Note 2: The Multi-Ethnic category was added to satisfy Federal IPEDS regulations in Fall 2009.

Note 3: Percentages may not add up to 100% due to rounding.

- While student population by ethnicity has remained relatively consistent over time, there appears to be a downward trend of Asian students.



# Course Completion

Table 2. Success Rates in Credit Courses by Ethnicity, 2003-04 and 2008-09

Ethnicity	2003-04 Course Success Rate	2008-09 Course Success Rate	Difference
African American	74%	69%	-5%
Asian/Filipino/PI	86%	86%	0%
Hispanic	78%	77%	-1%
White	87%	86%	-1%

Note: Successful course completion is defined as receiving a grade of A, B, C, CR, or P. Non-passing and W grades are included in the denominator.

- Asian, Hispanic, and White students have relatively consistent success rates at both time points; African American students success rates suggest a decline.
- African American students have the lowest success rates compared to the other student ethnicities at both time points.



# Basic Skills

Table 3. Cohort Tracking Rate for English Entry Level Starters, 2003-04 and 2007-08

Ethnicity	2003-04 English 1A Success Rate	2007-08 English 1A Success Rate	Difference
African American	37%	35%	-2%
Asian/Filipino/PI	41%	44%	3%
Hispanic	38%	38%	0%
White	52%	50%	-2%

Note: Entry Level in English is defined as starting in English 100 or 110 or their equivalents.

- For both cohorts, less than 50% of African American, Asian, and Hispanic students successfully pass English 1A.
- Approximately 1/3 of African American and Hispanic students successfully pass English 1 A.



# Basic Skills

Table 4. Cohort Tracking Rate for Math Entry Level Starters, 2003-04 and 2007-08

Ethnicity	2003-04 Math 105 Success Rate	2007-08 Math 105 Success Rate	Difference
African American	25%	25%	0%
Asian/Filipino/PI	44%	42%	-2%
Hispanic	32%	31%	-1%
White	48%	48%	0%

Note: Entry Level in Math is defined as starting in Math 250, 200, 230 or their equivalents.

- For both cohorts, White students successfully pass Math 105 at roughly twice the rate of African American students.
- African American and Hispanic students tend to start at the lower levels of the Math sequence compared to White students.



# Degrees and Certificates

- When comparing Fall 2000 to Fall 2005 cohort of first-time freshmen:
  - Asian students have the highest degree attainment in both cohorts (9.7% and 9.5%)
  - Hispanic students have the highest certificate attainment (6.7% and 7.1%), surpassing African Americans in the Fall 2005 cohort (7.2% to 4.2%)
- Recognize that not all students in cohorts have goal of attaining degree or certificate



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# Transfer

Table 5. Transfer Rate by Ethnicity, 2003-04 Cohort

Ethnicity	Students in Cohort	Transfer Rate within Five Years
African American	28	46%
Asian/Filipino/PI	231	66%
Hispanic	121	27%
White	348	50%
Unknown/Decline	147	44%
Total	875	50%

Source: The CCCO Transfer Velocity Cohort Report

Note: The CCCO Methodology defines its initial cohort as those students who earn at least 12 units and attempt a college-level English or Math course.

Note 2: Percentages may not add up to 100% due to rounding.

- Hispanic students have lowest transfer rate compared to other ethnicities at 27%.
- Asian students have highest transfer rate compared to other ethnicities.



# Recommendations

- Establish annual institutional goals
- Identify specific targets
- Identify those responsible for achieving targets
- Identify metrics to measure equity efforts
- Evaluate goals on a regular basis, and report to PaRC



Planning and Resource Council Planning Calendar  
2010-2011

3-Year Cycle Summary

Cycle Component	Summer	Fall	Winter	Spring
Core Mission Work Groups		Present their plans		
Divisions			Present their plans	
Departments/Programs		Complete Program Review	Submit Resource Requests	
Educational and Strategic Master Plan			Core Mission Workgroup Tri-Chairs set Benchmarks	Updated version presented to PaRC
Governance Handbook	IP & B Task force meets	Update and Revise as needed		Governance Survey distributed and discussed
Learning Outcomes Assessment Cycle	Institutional Research makes adjustments to process	Course Level – 3 <sup>rd</sup> week Program Level – 12 <sup>th</sup> week	Course Level – 3 <sup>rd</sup> week AUO Assessment	Course Level – 3 <sup>rd</sup> week
Resource Allocation		Review next year's FTEF prioritizations	Collect all other resource requests	Prioritize FTEF for hire the year after coming Fall
Year 1 Additions (09-10)		Revisit Mission and Vision		
Year 2 Additions (10-11)			Re-visit Planning Agendas and Self-Study	Terms expire in PaRC
Year 3 Additions (11-12)	New members appointed to PaRC			

Planning and Resource Council Planning Calendar  
2010-2011

Fall Quarter, Year 2 of Cycle

October 6 PaRC Meeting	October 20 PaRC Meeting
<b>New Business</b> <ul style="list-style-type: none"> <li>• Welcome Back</li> <li>• Orientation</li> <li>• (Approval of 6/16/10 Minutes)</li> <li>• IP&amp;B Task Force update <ul style="list-style-type: none"> <li>-Modified Integrated Planning &amp; Budget structure.</li> <li>-Show new flow chart</li> <li>-Annual agenda with reports</li> <li>-ESMP Update (Submitted appendices to present to PaRC at the beginning of the year and end of the year)</li> </ul> </li> </ul>	<b>New Business</b>
<b>Reports/Discussion</b> <ul style="list-style-type: none"> <li>• OPC budget, FTEF update</li> <li>• Accreditation Update</li> <li>• Program Review Update <ul style="list-style-type: none"> <li>- Describe relationship between Program Learning Outcomes and resource requests.</li> </ul> </li> </ul>	<b>Reports/Discussion</b> <ul style="list-style-type: none"> <li>• Report out from Core Mission meetings</li> <li>• Professional Development update from Denise Swett</li> <li>• OPC budget, FTEF Additional Requests update</li> <li>• Research update</li> <li>• Presentation of ESMP Appendices plans: <ul style="list-style-type: none"> <li>#1 – Basic Skills Workgroup</li> <li>#2 – Workforce Workgroup</li> </ul> </li> </ul>
<b>Action Items</b> <ul style="list-style-type: none"> <li>• Substantive Change Report – for approval</li> <li>• Midterm report to ACCJC – for approval</li> <li>• Governance Handbook <ul style="list-style-type: none"> <li>-Amend Planning Structure/Add flow chart</li> <li>-Amend to include how many years a person serves</li> <li>-Confidentials were left out of the book when we removed them from Bargaining units.</li> </ul> </li> </ul>	<b>Action Items</b> <ul style="list-style-type: none"> <li>• Governance Handbook <ul style="list-style-type: none"> <li>- Further amendments?</li> </ul> </li> </ul>
<b>Note: Student Success Conference in Orange County after this mtg.</b> <b>Note: Emergency FTEF 2011-2012 Requests due to Shirley October 8</b>	

Planning and Resource Council Planning Calendar  
2010-2011

Fall Quarter, Year 2 of Cycle

November 3 PaRC Meeting	November 17 PaRC Meeting
<b>New Business</b>	<b>New Business</b>
<b>Reports/Discussion</b>	<b>Reports/Discussion</b> <ul style="list-style-type: none"> <li>• Report out from Core Mission meetings</li> <li>• Professional Development/ Non Credit update from Denise Swett</li> <li>• OPC budget update</li> <li>• Learning Outcomes Update</li> <li>• Presentation of Appendices Plans: <ul style="list-style-type: none"> <li>#3 – Transfer Workgroup</li> <li>#4 - Sustainability</li> <li>#5 – Tech Task Force</li> </ul> </li> </ul>
<b>Action Items</b>	<b>Action Items</b> <ul style="list-style-type: none"> <li>• Survey Open - Prioritization and approval of 2011-2012 FTEF hires</li> </ul>
<b>Note: STEM Conference in Orlando, Florida</b>	

Planning and Resource Council Planning Calendar  
2010-2011

Fall Quarter, Year 2 of Cycle

December 1 PaRC Meeting	December 15 PaRC Meeting
<b>New Business</b>	<b>New Business</b>
<b>Reports/Discussion</b> <ul style="list-style-type: none"> <li>• Accreditation Update</li> <li>• Presentation of Appendices Plans: #6 – Distance Education Plan #7 – Facilities Plan</li> </ul>	<b>Reports/Discussion</b>
<b>Action Items</b> <ul style="list-style-type: none"> <li>• Survey Results - Prioritization and approval of 2011-2012 FTEF hires</li> </ul>	<b>Action Items</b>
	<b>Note: Winter Break</b>

Planning and Resource Council Planning Calendar  
2010-2011

Winter Quarter, Year 2 of Cycle

January 5 PaRC Meeting	January 19 PaRC Meeting
<b>New Business</b>	<b>New Business</b>
<b>Reports/Discussion</b> <ul style="list-style-type: none"> <li>• Accreditation Update</li> <li>• OPC budget update</li> <li>• Program Review update</li> <li>• Presentation of Appendices Plans: #8 – Fiscal/Staffing Plan #9 – DSPS plan</li> </ul>	<b>Reports/Discussion</b> <ul style="list-style-type: none"> <li>• Report out from Core Mission meetings.</li> <li>• Professional Development update</li> <li>• OPC budget update</li> </ul> Presentations: Non Credit Student Services
<b>Action Items</b>	<b>Action Items</b>

Planning and Resource Council Planning Calendar  
2010-2011

Winter Quarter, Year 2 of Cycle

February 2 PaRC Meeting	February 16 PaRC Meeting
<b>New Business</b>	<b>New Business</b>
<b>Reports/Discussion</b> <ul style="list-style-type: none"> <li>• Accreditation Update – Self Study First Draft posted online</li> <li>• Learning Outcome Assessment update</li> <li>• ESMP Appendix Plan: #10 - Student Equity</li> </ul>	<b>Reports/Discussion</b> <b><i>Presentation of Division Plans, including Resource Requests:</i></b> LA Division Plan – 10 minutes Counseling Division Plan – 10 minutes Learning Resource Center – 10 minutes ALD Division Plan – 10 Minutes FA Division Plan – 10 minutes
<b>Action Items</b>	<b>Action Items</b>
<b>Note: All Resource Requests are due to OPC on Feb 17.</b>	

Planning and Resource Council Planning Calendar  
2010-2011

Winter Quarter, Year 2 of Cycle

March 2 PaRC Meeting	March 16 PaRC Meeting
<b>New Business</b>	<b>New Business</b>
<b>Reports/Discussion</b>	<b>Reports/Discussion</b> <ul style="list-style-type: none"> <li>• Accreditation update – Update on Self Study Feedback</li> <li>• Professional Development update</li> </ul> <b><i>Presentation of Division Plans, including Resource Requests:</i></b> <p>BSS Division Plan – 10 Minutes  PSME Division Plan – 10 Minutes  CTIS Division Plan – 10 Minutes  BHS Division Plan – 10 minutes  PE Division Plan – 10 minutes</p>
<b>Action Items</b>	<b>Action Items</b>
<b>Note: League Conference in San Diego</b>	

Planning and Resource Council Planning Calendar  
2010-2011

Spring Quarter, Year 2 of Cycle

April 6 PaRC Meeting	April 20 PaRC Meeting
<b>New Business</b>	<b>New Business</b>
<b>Reports/Discussion</b> <ul style="list-style-type: none"> <li>• Report out from Core Mission meetings.</li> <li>• Accreditation update - First read of Self Study</li> <li>• OPC presents preliminary Resource Allocation update</li> <li>• Teaching &amp; Learning Center Taskforce Progress Report</li> </ul>	<b>Reports/Discussion</b> <ul style="list-style-type: none"> <li>• Professional Development update</li> <li>• Accreditation Self-Study – Second Read, Approval</li> <li>• Learning outcomes and Assessment update</li> <li>• OPC/Resource Allocation update</li> </ul>
<b>Action Items</b>	<b>Action Items</b> <ul style="list-style-type: none"> <li>• Updates to ESMP including Core Missions and Appendices Plans</li> </ul>



Planning and Resource Council Planning Calendar  
2010-2011

Spring Quarter, Year 2 of Cycle

May 4 PaRC Meeting	May 18 PaRC Meeting
<b>New Business</b>	<b>New Business</b>
<b>Reports/Discussion</b> <ul style="list-style-type: none"> <li>• Accreditation update – Self-Study Final Draft Approval (If necessary)</li> <li>• Review ARCC Report</li> <li>• OPC/Resource Allocation update</li> </ul>	<b>Reports/Discussion</b> <ul style="list-style-type: none"> <li>• Professional Development update</li> <li>• Accreditation update - Self-Study Final Draft Approval (If necessary)</li> <li>• Learning outcomes and Assessment update</li> </ul>
<b>Action Items</b> <ul style="list-style-type: none"> <li>• Updates to ESMP including Core Missions and Appendices Plans</li> <li>• Approve updated version of ESMP (Version 2.0)</li> </ul>	<b>Action Items</b> <ul style="list-style-type: none"> <li>• Final approval of Resource Allocation Recommendations</li> <li>• Final approval of ESMP</li> <li>• Initiate IP&amp;B Survey for Planning &amp; Resource Allocation Assessment</li> </ul>

Planning and Resource Council Planning Calendar  
2010-2011

Spring Quarter, Year 2 of Cycle

June 1 PaRC Meeting	June 15 PaRC Meeting
<b>New Business</b>	<b>New Business</b> <ul style="list-style-type: none"><li>• Report out from Core Mission meetings.</li></ul>
<b>Reports/Discussion</b> <ul style="list-style-type: none"><li>• Review of PaRC's self assessment, discussion on how to make improvements</li></ul>	<b>Reports/Discussion</b> <ul style="list-style-type: none"><li>• Final Meeting of 2010-2011</li></ul>
<b>Action Items</b> <ul style="list-style-type: none"><li>• Re-convene summer Task Force</li></ul>	<b>Action Items</b> <ul style="list-style-type: none"><li>• End of 2-year term for members</li></ul>



# Tutorial Services at Foothill College

<b>Service Avail.</b>	<b>Math 230/231</b>	<b>Math 220/221</b>	<b>Math 105</b>
<b>Disability Resource Center (DRC)</b>	Support courses, ALLD 207 and ALLD 206. Please see a DRC counselor for more information.	Support courses, ALLD 207 and ALLD 206. Please see a DRC counselor for more information.	Support courses, ALLD 207 and ALLD 206. Please see a DRC counselor for more information.
<b>EOPS Tutorial Services</b>	Tutoring for students who qualify for financial aid. One-on-one tutorial, 2 hours per week maximum.	Tutoring for students who qualify for financial aid. One-on-one tutorial, 2 hours per week maximum.	Tutoring for students who qualify for financial aid. One-on-one tutorial, 2 hours per week maximum.
<b>Pass the Torch</b>	Individual tutoring. You must register for this service.	Individual tutoring. You must register for this service.	Individual tutoring. You must register for this service.
<b>PSME Center</b>	Drop-In/small group studying from 9:00 a.m. to 6:00 p.m. M-Th., 9:00 a.m. to 1:00p.m. Fri.	Drop-In/small group studying from 9:00 a.m. to 6:00 p.m. M-Th., 9:00 a.m. to 1:00p.m. Fri.	Drop-In/small group studying from 9:00 a.m. to 6:00 p.m. M-Th., 9:00 a.m. to 1:00p.m. Fri.
<b>Tutorial Center</b>	Drop-In multi-subject tutoring. 9:00 a.m. to 6:00 p.m. M-Th.	Drop-In multi-subject tutoring. 9:00 a.m. to 6:00 p.m. M-Th.	Drop-In multi-subject tutoring. 9:00 a.m. to 6:00 p.m. M-Th.



# Tutorial Services at Foothill College

<b>Service Avail.</b>	<b>Engl 100</b>	<b>Engl 110</b>	<b>Engl 1A</b>	<b>Engl 1B</b>
<b>Disability Resource Center (DRC)</b>	Support courses, ALLD 207 and ALLD 206. Students should be concurrently enrolled.	Support courses, ALLD 207 and ALLD 206. Students should be concurrently enrolled.	Not available.	Not available.
<b>EOPS</b>	Tutoring for students who qualify for financial aid. One-on-one tutorial, 2 hours per week maximum.	Tutoring for students who qualify for financial aid. One-on-one tutorial, 2 hours per week maximum.	Tutoring for students who qualify for financial aid. One-on-one tutorial, 2 hours per week maximum.	Tutoring for students who qualify for financial aid. One-on-one tutorial, 2 hours per week maximum.
<b>Pass the Torch</b>	Individual tutoring. You must register for this service.	Individual tutoring. You must register for this service.	Individual tutoring. You must register for this service.	Individual tutoring. You must register for this service.
<b>Tutorial Center</b>	Not available.	Not available.	Not available.	Not available.