

**FOOTHILL COLLEGE
HEALTH SCIENCE AND HORTICULTURE
PROGRAM DIRECTORS' MEETING MINUTES
FRIDAY, March 10, 2023
10:30am –11:30am**

Present: Nancy Cheung, Shae Cole, Brenda Hanning, Rachelle Campbell, Dave Huseman, Cara Miyasaki, Patti Chan, Frank Niccoli, Angela Su, Lydia Daniel, Catalina Rodriguez, Nadene Torres, Manny Diaz

I. Announcements:

- No meeting next month April 2023; Need volunteers for J1 Evaluations (1 minute)

II. PO Requisitions/Purchasing

- Personal credit cards – Do not use personal cards, instead use procards or open POs.
- Accreditation purchases– Site the specific accreditation requirement for the items you want to purchase.
- Audits – Travel / conference ok to use personal credit cards. New guidelines, coming up.

- Lottery for enrollment, you don't always get students to be successful. What the EMS 200 does? For (1quarter) the student must have a certain grade and when they apply to the paramedic's program and will guarantee registration.
 - Reason for not offering the class: Lack of resources, nobody can teach it. Mike, Tracy, and Teresa are helping figure out to develop the course and get it into the schedule. Perhaps offer it 1 or 2 times per year. Help students with preparedness and guarantee admissions.
 - Dave: Recommends keeping this class. Angela agrees and may coordinate one for PHT.
 - Vote:
 - Rachelle – Move to approve.
 - Shae - Second.
 - All – In Favor.
 - No abstains.
- HORT 52D
 - Frank: plan to let it go. Recommends deactivation of course.
 - Vote:
 - Rachelle – Move to approve.
 - Patti – Second.
 - All – In Favor.
 - No abstains.
 - Hort 60G
 - Frank: The issue is 8401. The upgrade was done last quarter. Did not update correctly and provided ½ Macs and ½ dells. Unable to teach that class efficiently.
 - Frank: Recommend keeping the class.
 - Vote:
 - Rachelle – Move to approve.
 - Shae – Second.
 - All – In Favor.
 - No abstains.
 - HORT 90A

- Frank: Recommend deactivating this class.
- Vote:
 - Rachelle – Approve.
 - Dave – Second.
 - All – In Favor
 - No abstains.
- Hort 90E
 - Frank: This course was very popular. Photographer teaching that class had the skills to teach that class. Unable to find another photographer who can teach it.
 - Frank: Recommends keeping this class.
 - Vote:
 - Rachelle – Approve.
 - Shae – Second.
 - All – In Favor
 - No abstains.
- Hort 90L
 - Frank: Plant propagation course at Foothill is not viable but can see good use in Elmwood CF and Blueridge.
 - Frank: Recommends keeping this class. To support different types or learners.
 - Vote:
 - Rachelle – Motion to approve.
 - Patti – Second.
 - All – In Favor
 - No abstains.
- Hort 90M
 - Frank: Greenhouse course will be valuable at Elmwood CF and Blueridge
 - Frank: Recommends keeping this course.
 - Vote:
 - Rachelle – Motion to approve.
 - Dave – Second.

- All – In Favor.
- No abstains.
- RT 71
 - Rachelle: Still working to get it off the ground. Not part of the completion program but will eventually be used by Rad Tech.
 - Rachelle: Recommend keeping this course.
 - Vote:
 - Shae – Motion to approve.
 - Patti – Second.
 - All – In Favor.
 - No abstains.
- Patti

Argos in the middle of the week when meet with everyone to ensure all changes have been made.

- Double check all errors made. Create schedule, then submit it, then double check for accuracy. Cross check everything to what everything is accurate in active division.
- Causes problem for Fall quarter when overload. FA union intervention may be needed. Having to pay back the college due to administrative error and suffer consequences to that.
- Meeting with all PD to go overloads is a good idea.
- Supplemental instruction is not going away. We may have to redesign it and provide new guidelines / parameters. Just restructured.

VII. Adjournments

- Zoom next PD meeting.

Minutes submitted by: Manny Diaz

Minutes Revised by: