

ATTACHMENTS:

Item 2: Draft Minutes of October 16, 2013 Meeting

Item 3a: Student Services Program Review Cover Page

Item 3b: Annual Student Services Program Review Template for 2013-2014

Item 3c: Comprehensive Student Services Program Review Template for 2013-2014

Item 9: Vision Statement

Meeting began at

Workforce Workgroup

Mark Anderson reported on the three Workforce Workgroup's objectives. The first objective was to identify and fund Perkins workforce programs. An important part of this objective is the group's responsibility to verify all advisory boards, which receive Perkins funding. Anderson stated that the group would continue to improve their funding processes in light of Bernata Slater's suggestions. Anderson then reported on to present the second objective, which was to increase awareness and access related to all workforce and CTE programs. The workgroup's practice to achieve this second objective would be to bring in guest speakers. Anderson invited PaRC to attend next week's guest speaker event, which hosts Kay O'Neill, the director of workforce development at Cañada College. He also invited the college to attend any of the Workforce Workgroup meetings that are held on the second Tuesday of each month. The last Workforce Workgroup objective was to increase the functionality of the Workforce webpage. Great progress has been made on the page to allow for students to access information on workforce programs. The group will continue to make improvements.

Peter Murray requested more information on how a new Perkins program is created, and what processes would be required to start a program. Murray then asked if these processes should be part of the group's objectives. John Mummert responded that the group would begin to discuss this process at the group's next meeting. Mummert commented that the group would follow the shared governance process for the disbursement of funding. In addition, at the next meeting the group would discuss the best tactical ways to get Perkins information to the divisions and also plans to recruit new faculty leads. Anderson commented that new Perkins programs and processes are uncharted territory. Mummert estimated that the processes for funding, starting new programs, and also program procedures for outcomes and evaluations would be available for the campus sometime next year.

Transfer Workgroup

Paul Starer reviewed the Transfer Workgroup objectives. The workgroup would continue with their goal from last year, which was to increase the number of students from all populations on the pathway to transfer. The group would also like to meet with other workgroups to collaborate and have a college-wide forum. Lastly, Starer reported that the group would like to increase communications about the transfer process between Foothill and outside organizations and colleges.

OPC

Bernata Slater shared the OPC objectives. She reported that the OPC rubric from last year has been altered

should help the campus to update reporting and accountability in systems, such as Banner. Messina reported that the Board of Trustees had already approved the Marketing Director position, and that a hiring committee would be moving to fill that position as soon as possible. Meredith Heiser asked Messina to describe the Associate Vice President (AVP) position. Messina explained that the AVP would be part of the Office of Instruction and Institutional Research and would report directly to her. Heiser wanted to know who was responsible for the listed AVP duties. Messina responded that she was currently responsible for fulfilling all of those duties.

Roberto Sias wanted to know where diversity was listed on the memo and commented that it should be listed under a specific office. Sias also mentioned that student equity was listed under Laureen Balducci and asked how Balducci would be involved with the Equity Workgroup. Sias then asked which office would be responsible for the Professional Development group. Messina stated that she would follow up with Sias by providing answers to his questions. John Mummert reaffirmed that the memo provided should be used to update the college's organization charts. Messina concluded by stating that edits should be sent to John Mummert.

6. Persons Holding Multiple Tri-Chairs

Messina opened the conversation by requesting feedback from PaRC regarding persons holding multiple tri-chairs. Starer stated that he viewed the situation as "one person, one vote." Peter Murray commented that vacant positions result in staff having to sit on multiple committees. Maureen Chenoweth echoed MuT 0. () 3Rho 0 0 45 0 Tm /F2.0 1 Tf[(wo) 4 (u) 39384 (w0 -1 (i) 3Rh1Tf () Tj ET-7 (5 0e)6 (t) 8 1 Tf [(j E4 (u) - (i) 3Rh1Tf () T-1 (i) 4 (u)!