

**Planning and Resource Council (PaRC)**  
**Wednesday, October 05, 2016**  
**MEETING MINUTES**

New Initiative Form: [http://www.foothill.edu/staff/irs/New\\_Initiative\\_Proposal.pdf](http://www.foothill.edu/staff/irs/New_Initiative_Proposal.pdf)

The 2011 Foothill College Governance Handbook states that *'Program Creation is handled similarly to resource allocation of existing programs to ensure the proposed program meets a substantiated student need, is aligned with the College mission and that the College is able to commit to the resource needs of a program before the program is in development stages.'* IP&B felt that a form should be developed and used by faculty and staff who intend to develop a new initiative that has the potential to have a college-wide impact on resources (regardless of funding source), and involves direct service to students. This would include initiatives that recruit students to be part of a distinct activity or service group / cohort.

She also noted that there was a lack of communication around STEM Core, as it is grant-funded and when directly to the Board of Trustees – an update was never made at PaRC. She emphasized that she is committed to increasing communication around items discussed at the Board meetings. She noted that she would like to HOLD onto this specific proposal, pending further discussion and/or review.

Andrew LaManque noted that PaRC is a Planning & Resource Council – if an initiative requires resources, PaRC should be somehow involved. He noted that a good litmus test for whether a new initiative should be brought to PaRC for discussion is if there is a planning or funding element to be considered. Another area of discussion is the process in relation to Program Review, as having to fit within the standard Program Review and resource allocation cycle would limit employees and/or students to creating new programs only 1x per year. It was also noted that not everything fits neatly into an existing program review (in terms of department oversight, management, etc.). It was noted that if a funding request is not in a Program Review, it cannot be ranked by OPC. Further discussion is needed.

No approval was reached; this form will go back to IP&B. It was suggested that a mid-year IP&B might be needed, as opposed to waiting until Summer 2017.