

**FOOTHILL COLLEGE**

# Professional Development Committee Meeting

## MINUTES

**Date:** May 10, 2018 T**ime:** 12:15-1:15PM **Location:** Altos Room

### Attending

Paula Schales, Judy Baker, Carolyn Holcroft, Pia Staana, Heather Garcia, Jeff Anderson, Ben Stefonik

Absent: Patti Chan

### Discussion Items

1. Review/approve minutes from March meeting
2. Debrief Spring PD Day – Holcroft
3. Opening Day Fall 2018
   * Direction from President's Office
   * Scott Lankford requests Gender Pronouns and Trans Inclusion (great success last year, wants to repeat)
4. Schedule remaining meeting dates for Spring quarter
5. PD website – Judy Baker
   * What changes need to be made to existing site - need to move it to OmniUpdate
   * Need to designate a site owner to handle edits and updates
   * Need to decide if we want to continue using Constant Contact for site calendar and event registration
6. Requests from staff and faculty
   * UDL training (Megan McNamara)
   * Attention Management with facilitator Maura Thomas <https://maurathomas.com/speaking/> (Joy Holland has already inquired)
   * Service Excellence – Karen Smith
   * Ray Chan <https://foothilldeanza-my.sharepoint.com/:b:/g/personal/10844029_fhda_edu/EZ_0jIi9p9pDh6bWF_gk9kMBWxNUbH_CUMU2Igde-bEjKA?e=G316RU>
     + <https://theatreworks.org/youth-programs/for-schools/>
   * Employee conflicts – Karen Smith
7. Announcements - all
   * Courageous Conversations: Beyond Diversity I will be October 11-12, 2018

Future agenda items:

1. PD Plan
2. Future of PD committee in new governance structure
3. Workshop request – Amy Sarver – ESL

### Discussion Detail

1. Review/approve minutes from March meeting – approved as written
2. Debrief Spring PD Day – Holcroft
   * Feedback positive from all. Applicable, relevant for staff.
3. Opening Day Fall 2018
   * Direction from President's Office: Holcroft spoke with Thuy this morning.
   * Scott Lankford requests Gender Pronouns and Trans Inclusion (great success last year, wants to repeat)
4. Schedule remaining meeting dates for Spring quarter – June 7, 12:15-1:30PM. Holcroft to send invite.
5. PD website – Judy Baker
   * Judy Baker is retiring. College plans to hire a new dean of distance learning. Default would be website stays under DL. Need to officially designate a site owner to handle edits and updates. What changes need to be made to existing site - need to move it to OmniUpdate. Paula has begun this work. Will continue at least until Judy retires on July 31. Continue to talk with administration re: where this work will fall after this time.
   * Need to decide if we want to continue using Constant Contact for site calendar and event registration Need to have a software solution for managing registrations, calendar, PD newsletter. Would love a way to keep track of their hours and documentation in a “portfolio” to make it easy for them to compile materials to turn in for PAA/PGA. Lori at DeAnza has been reviewing vendors to manage PD – perhaps reach out to collaborate? This will take time, and the CC contract needs to be renewed or service will shut off. Group agreed we need to review for at least one more year.
   * Before next meeting, PDC members to review [PDC site](https://foothill.edu/staff/development/index.php). “Click away.” Provide feedback re: URL and whether things are useful or not. (<https://foothill.edu/staff/development/index.php>
6. Requests from staff and faculty
   * UDL training (Megan McNamara)
   * Attention Management with facilitator Maura Thomas <https://maurathomas.com/speaking/> (Joy Holland has already inquired)
   * Service Excellence – Karen Smith
     + Someone in admissions office has requested more on Service Excellence. Mary Kay is willing to come here to do a workshop. There are six steps, this would be about one of the six. Karen to follow up with MKE to schedule a day during summer.
   * Ray Chan <https://foothilldeanza-my.sharepoint.com/:b:/g/personal/10844029_fhda_edu/EZ_0jIi9p9pDh6bWF_gk9kMBWxNUbH_CUMU2Igde-bEjKA?e=G316RU>
     + <https://theatreworks.org/youth-programs/for-schools/>
     + Need clarification that this would be for the faculty/staff, not Foothill students. Smith will email. June 12 will be here to do workshop for dental hygiene. Karen Smith will
   * Employee conflicts – Karen Smith
     + Karen has heard reports of ageism at both FH and DA. Workshop on professionalism in general. Potential workshop for fall? Potential workshop for District Opening Day? No one Foothill PDC is able to spearhead/facilitate. Holcroft to reach out to APM/CAC to ask if someone would be willing to orchestrate? Draft email first. Send from entire committee.
7. Announcements - all
   * Courageous Conversations: Beyond Diversity I will be October 11-12, 2018

Follow-up – Holcroft to check with President’s Office to see if PaRC would like a “report” for the year? Baker to follow up with Kristy to make sure she knows about the report to CCCCO