



## FOOTHILL COLLEGE Professional Development Committee Meeting

### MINUTES

**Date:** 01/14/14

**Time:** 11:00 a.m. - 12:00 p.m.

**Location:** Altos Room (2019)

### Attending

Judy Baker, Patti Chan, Maureen Chenoweth, Kathleen Duncan, Valerie Fong, Hilary Gomes, Carolyn Holcroft, Akemi Ishikawa, Patrick Morriss, Nas Ouliaei, Ben Stefonik

### Agenda Items

1. Introductions
2. Minutes from Professional Development Meeting – 11/25/13
3. Presentation about the Professional Development Committee to PaRC – 1/15/14
4. Professional Development Day – 1/24/14
5. Planning for Fall College Opening Day
6. Spring Quarter Professional Development Day Ideas
7. Spring Quarter Writing Reflection

### Discussion Detail

1. Introductions  
Committee members went around the room and introduced themselves. New members were welcomed and thanked for taking interest in the Professional Development Committee.
2. Minutes from Professional Development Meeting – 11/25/13  
Minutes from the last Professional Development Meeting were approved. Agendas and minutes are posted in the FGA bulletin board and are available online at the Professional Development Committee page <http://www.foothill.edu/staff/development/PDC.php> and in the "FH Prof Development" Group Studio in MyPortal. (Instructions will be sent to new committee members on how to access the "FH Prof Development" Group Studio.)
3. Presentation about the Professional Development Committee to – 1/15/14  
A summary of accomplishments and data, as listed in the Professional Development Committee program review, highlighting the committee's commitment to promoting a culture of sharing knowledge and expertise, will be presented to PaRC tomorrow.
4. Professional Development Day – 1/24/14
  - a. Promotion  
Email blasts have been sent out by Judy Baker and Denise Swett. An announcement was made at Academic Senate yesterday. Mark Anderson, Dean of Fine Arts and Communication, will promote the event in the division's weekly newsletter "The Tuesday

Agendas and minutes will be archived online through the Professional Development Committee at <http://www.foothill.edu/staff/development/PDC.php>

- Times". Faculty have found word of mouth/one-on-one promotion very effective as well. Closer to the event, another email blast will be sent out from FGA. Patrick Morriss will personally invite Judy Miner and will ask her to invite administrators to attend.
- b. Final Arrangements
    - i. Refreshments

At the previous Professional Development Day refreshments arrived late. Food services, enough for 50 people, should be set up by 8:00am before attendees arrive. A request to have food services return at 10:30am should also be made to ensure refills are on hand during presentation breaks. Nas Ouliaei will order coffee and water, and Carolyn Holcroft volunteered to bake for the event.
    - ii. Feedback Survey

Committee members agreed a feedback survey should be sent out. In addition, attendees will be asked to offer ideas for future PD workshop presentations.
    - iii. Odds and Ends

Nas Ouliaei will assist Hilary Gomes with sound for her 9:40am Voicethread presentation in Room 6402.
5. Planning for Fall College Opening Day
- a. Feedback

Although overall feedback from last year's Opening Day was positive, there were some who voiced their concern that not all constituencies' interests are represented. The committee agreed that this was a legitimate concern, but that underrepresented groups are not contributing to the conversation. They are not letting the committee know the topics they would like to see offered. A "call for presentations" was suggested.
  - b. Themes

The Academic Integrity Committee would like to present. Topics across disciplines and constituencies would be addressed. A keynote speaker can be produced. Members stressed their interest in having student representation and participation. The importance of providing takeaways for effective implementation in the classroom was also cited. Best practices was also presented as a potential theme, but the committee agreed that the theme of academic integrity will be the focus and that best practices could be a subset tied into academic integrity.
6. Spring Quarter Professional Development Day Ideas
- a. Bringing an external keynote speaker was discussed. Potential candidates presented included Professor of Psychology Geoffrey Cohen, Stanford University and Emeritus Professor of Psychology Rich Shavelson, Stanford University.
  - b. The Professional Development committee was reminded that Equity Committee has been working on presenting in the spring. They have very specific ideas for a spring Professional Development day, including a keynote speaker. It was agreed better communication between the Professional Development Committee and the Equity Committee needs to be established. The chairs will meet to discuss plans for spring. Nas Ouliaei will represent the Professional Development committee at future Equity Committee meetings.
7. Spring Quarter Writing Reflection
- Due to time constraints, this item will be tabled until the next Professional Development Committee meeting. In the meantime, committee members will communicate and work together to meet the proposed implementation timeline before the next meeting.
8. Looking Ahead
- Funding to pay adjunct faculty to attend potential ongoing workshop/training sessions or possible mentorships with full time faculty was discussed. In the past this type of funding has been declined, due to contractual issues. It was agreed that it was time to revisit this idea and perhaps create discipline specific workshops on how to become an effective mentor within each department. Promotion and support for participation in the workshops would need to come from the dean and the division.