



**FOOTHILL COLLEGE**  
**Professional Development Committee Meeting**

**MINUTES**

**Date:** 1/23/16      **Time:** 12:00 p.m. – 1:00 p.m.      **Location:** Library Room (3533)

**Attending**

Kathleen Duncan, Tiffany Rideaux, Ben Stefonik, Paula Schales, Jeff Anderson, Judy Baker, Kelaiah Harris, Karen Smith, Heather Garcia, Elaine Kuo

**Discussion Items**

1. Welcome and introductions
2. Review and approval of minutes
3. Announcements
  - a. Update on PaRC Meeting
  - b. Update on Non-Instructional Faculty Position
  - c. Update on Director of Equity Position
4. Winter Quarter PD Activities Status Report
  - a. Winter Reflective Writing Challenge
  - b. Beyond Diversity II Report
  - c. President's Activity: Friday February 3, 2017
  - d. 3CSN Event
5. PD Plan Development
  - a. Subproject overview (see PD Plan Handout)
  - b. Draft Sign up
  - c. To do list
6. PDC Input for PD Program Review - *POSTPONED*
7. PDC input for Accreditation Standard III.A. 8 & 14 - items regarding professional development- *POSTPONED*
8. Planning meetings for February and March

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

## Discussion Detail

### 1) Welcome and Introductions

Members of the committee introduced themselves.

### 2) Review and approval of minutes

- a. Meeting minutes from December 5<sup>th</sup> were approved by consensus.

### 3) Announcements

#### a. Update on PaRC meeting

- i. Elaine Kuo shared updates from the state. The state is requesting an integration of all 3 plans (3SP, BSI, and SEP) to be submitted on one template in the fall (template to be released in the coming months).
- ii. 3SP and SEP both identify professional development as an initiative in their plan; therefore, it is most likely that the college will need to address professional development initiatives in the new template.
- iii. As the three plans will be aligned, it may be preferable that the 3SP Advisory Council, Basic Skills Workgroup and Student Equity Workgroup collaborate with the PDC on the professional development initiatives.
- iv. The PDC expressed interest in collaborating on the new template and would like to be involved in the process.
- v. The funds associated with the integrated plan, particularly 3SP and SEW funds, can be applied to the hiring of new positions. The allocated budget for professional development from the general college funds cannot be applied to hiring positions.
- vi. The committee also discussed exploring other components of professional development on campus that could be collected and applied to the integrated plan and the PD plan. This process could also assist in the planning process of the PD plan.
- vii. Once the state has released the template, Elaine Kuo will email the template to committee members and return to PDC with an update.
- viii. PDC will read the January 18<sup>th</sup> PaRC minutes for further details on the District Strategic Plan, Technology Plan, Strong Workforce Grant Allocations as well as Accreditation QFE topics and the merging of Equity / 3SP Plans in relationship to professional development needs, as requested by Andrew LaManque.

#### b. Update on Non-Instructional Faculty Position

- i. The search committee for the non-instructional faculty position recommended that the position be revised.
- ii. There was a concern that the position does not have the capacity for what is written in the job description. Also, it is challenging to

make revisions on the non-instructional faculty position when the responsibilities of the Director of Equity Programs (whom the position reports to) has yet to be clarified.

- iii. In the interim, Andrew LaManque and Thuy Nguyen decided to make the position 100% faculty release time.
  - iv. The original job description was responsible for staff, faculty, and administration components. The revision will consist of aligning the job description with the initiatives written in the SEP, focusing on trainings and workshops.
  - v. The college has yet to receive any interest on the position. Thuy Nguyen has contacted Jackie Reza, who is on Article 19, having retired as the Professional Development Coordinator at De Anza, to see if she might be able to provide some training and workshops support for the rest of this academic year (including following up on Kimberly Papillion's presentations to discuss how to apply an understanding about implicit bias to our interactions with students). The details of the responsibilities and the contract have not been defined or confirmed yet, so could be subject to change.
  - vi. Elaine Kuo suggested that Jackie attend PDC meetings to further discuss interests and needs of the PDC regarding workshops and activities. She will also make this recommendation to Jackie as well.
  - vii. The PDC should consider if there is interest in collaborating with Jackie on professional development activities, should she be placed under contract.
  - viii. The PDC expressed that the campus should be included in this conversation as it affects everyone. The campus should also be mindful to include staff in these discussions.
  - ix. The PDC would like to be involved and notified on updates regarding the non-instructional faculty position.
  - x. A meeting will be scheduled with Thuy, Elaine, and the PDC tri-chairs to discuss the non-instructional faculty in relationship to the PDC.
  - xi. Following this meeting, it is anticipated there will be a larger college meeting with the president and all involved constituencies regarding the job descriptions of the non-instructional faculty professional development coordinator and the director of equity programs.
- c. Update on Director of Equity Position
- i. Elaine Kuo is meeting with the constituencies on campus to collect the college's perspective on the Director of Equity Programs position.
  - ii. Thuy has expressed interest in having an equity office and reclassifying the director to an AVP.
  - iii. Ideally, the non-instructional faculty positions would remain at the forefront of professional development tasks.

iv. There has been no further conversation on the AVP position.

4. Winter Quarter PD Activities Status Report

a. Winter Reflective Writing Challenge

i. So far, 18 people are estimated to participate in the winter quarter PD activities and one url (<https://foothill.edu/staff/development/reflectivewriting.php>) has been set up with only two more remaining. PDC estimates about a handful of staff will be attending.

ii. Ben Stefonik is planning the peer review for the spring. This will be an ongoing program.

b. Beyond Diversity II Report

i. Beyond Diversity II, funded by equity, took place on Foothill campus Thursday and Friday, January 19<sup>th</sup> and 20<sup>th</sup>.

ii. The workshops consisted of discussing race, leadership, and equity and the "Courageous Conversation About Race" textbook was distributed to the attendees.

iii. Jeff Anderson reported that the training was great and there were some potential take away ideas for professional development.

iv. The college should consider having more Beyond Diversity training/workshops.

c. President's Activity: Friday February 3, 2017

i. Thuy Nguyen has planned a meeting on service leadership for those who are interested in contributing.

ii. This is a planning meeting with the admin council and any other interested individuals (including students) to discuss service leadership.

d. 3CSN Event

i. Jeff Anderson received an email from Ann Foster requesting if Foothill would be interested in co-sponsoring a state-wide professional development event on February the 24<sup>th</sup>.

ii. Jeff will be in contact with Ann to assist with coordination, but at this time full collaboration cannot be guaranteed.

iii. There was a recommendation to contact Gillian Schultz and explore grant opportunities.

5. PD Plan development

a. Subproject overview (see PD Plan Handout)

i. Over the summer and fall quarter, the PDC began drafting documents for a PD plan.

ii. A lot of work has been put into drafting these documents and more work is still needed. The PDC discussed procedures and processes that should be outlined in this document.

iii. There was a suggestion to include data provided by the feedback survey of previous professional development events in the plan.

iv. There was a proposal to include clarity on faculty PGA for professional

development events. Currently, the PD website provides information on how to accrue PGA for faculty; however, faculty express confusion on the process.

- v. The confusion is associated with what constitutes as faculty duties or professional development opportunities.
  - vi. Judy Baker clarified that the decision of whether the event is accepted as PGA is determined by the dean/supervisor. This information is written on the professional development website at <http://www.foothill.edu/staff/development/>. All employees should receive acceptance from their deans/supervisors in formal writing.
  - vii. This may in part be caused by a larger issue of time management. There was a recommendation for the PDC to review priorities and loads.
  - viii. Jeff Anderson suggested the PDC use the opportunity of the PD plan to clarify the process.
- b. Draft Sign up
- i. Elaine suggested to explore the option of Jackie Reza to assist with writing the plan as this can be negotiated in her contract but this suggestion was not pursued.
  - ii. The PDC should also connect with other groups and departments on campus to identify current models of professional development.
  - iii. This can foster communication in an effort to develop a sense of collegiality within the departments and create a central mechanism.
  - iv. The PDC is essential on campus and is needed to facilitate professional development and encourage others to get involved.
  - v. There was a suggestion to start this conversation in division meetings.
  - vi. The committee can also consider how PDC empowers employees to seek PGA.
- c. To do list
- i. Jeff proposed that each PDC member contribute ideas of processes that could be included in the PD plan regardless if the process is short term.
  - ii. Consider the tasks that are valuable to the committee, for example how the committee can empower faculty/staff to seek professional development and to make sure professional development is part of their daily work on campus.
  - iii. Each member should address their tasks and duties in the plan.

6. PDC input for PD Program Review - *POSTPONED*

7. PDC input for Accreditation Standard III.A. 8 & 14 - items regarding professional development - *POSTPONED*

8. Planning meetings for February and March

- a. Jeff sent out a doodle poll for the February meeting, proposing different times.
  - i. The meeting times and days will be sent at a future date.