



FOOTHILL COLLEGE Professional Development Committee Meeting

MINUTES

Date: 02/11/14

Time: 9:00 a.m. - 10:00 a.m.

Location: Altos Room (2019)

Attending

Judy Baker, Maureen Chenoweth, Valerie Fong, Carolyn Holcroft, Akemi Ishikawa, Nas Ouliaei, Ben Stefanik

Agenda Items

1. Announcements
2. Approval of minutes from Jan. 14th meeting
3. Planning for March PD Day
4. Planning for April PD Day
5. Planning for Foothill College Opening Day PD events
6. Reflective Writing

Discussion Detail

1. Announcements
None.
2. Approval of minutes from Jan. 14th meeting (see http://www.foothill.edu/staff/development/Meetings/PDC_%202014_1_14_Minutes_draft.pdf)
It was noted that the time of the previous PDC meeting was incorrect in the minutes. Once corrected, members approved the minutes from the January 14th meeting.
3. Planning for March PD Day
Finding that colleagues have been misinterpreting the title of the "Professional Development Day: C3NS - Reading Apprenticeship" event, PDC members have been personally promoting and explaining how all disciplines with reading components will benefit by exploring the Reading Apprenticeship (RA) framework. Thus far 12 participants have registered via the PD Event Calendar or via the RA presenters. Ben Stefanik and Maureen Chenoweth will arrange for parking permits, maps and directions. Ben will relay flyers and marketing language to Kimberlee Messina, who will then send out email blasts for promotion. RA will be paying for refreshments. Ben will communicate with food services regarding payment. Nas Ouliaei and Carolyn Holcroft will coordinate refreshments on the event day. Nas will create signs to guide participants to the event.
4. Planning for April PD Day
A tentative schedule was handed out. Judy Miner has been contacted to hold the date. She will in turn ask for support at upcoming deans' meetings and administrative meetings. Judy Baker will also contact VPs and deans to promote participation. John Fox, April Henderson and Ben Stefanik are confirmed presenters. The PDC will contact Erica Onugha and the Equity Committee to confirm presenter Veronica Neal. Although the Academic Senate is not allowed to pay for refreshments, they wanted to show their support in some way monetarily. It was suggested they

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might be able to pay for stipends for adjunct faculty to attend this event. Judy Baker will check with Pat Hyland to find out the current stipend rate. Judy will in turn inform Carolyn Holcroft will bring the possibility of adjunct faculty stipends up with Academic Senate. Judy Baker will ask Denise Swett if she can supply lunch/refreshments through her foundation account. Until lunch is a confirmed factor in the program, the timeline will remain tentative and will be adjusted accordingly. A large room is required for the 9:00 a.m. session. Appreciation Hall, room 5001 or room 8338 were suggested. If 8338 is used, 8401 can possibly be accessed for smaller workshops and the lower level courtyard can be used for refreshments. Until room usage can be scheduled and confirmed with Denise Perez, all PD Day locations will be advertised as TBD. The Equity Committee will work with Dr. Bensimon to discuss their agenda and create a program.

5. Planning for Foothill College Opening Day PD events

The PDC will meet with the Academic Integrity Committee after their presentation at the 2014 International Center for Academic Integrity Annual Conference, 2/27-3/2. Ben Stefonik will contact Patrick Morriss to invite Academic Integrity Committee representatives to attend the next PDC meeting on March 11 to begin shaping the agenda for the day. The PDC will need to contact Judy Miner to confirm participation and activities for the day as well.

6. Reflective Writing

The "Reflective Writing Activity Proposal: The 7x7x25 Challenge" is based on the "9x9x25 Challenge" piloted at Yavapai College: http://issuu.com/toddconaway/docs/9x9x25_challenge_2013_/341?e=1905441/5685174. In terms of advertising, the timeline is coming up quickly to implement this proposal. There was a correction to the Proposed Implementation Timeline; the date for Winter Quarter week 8 is February 24-28, 2014. Infrastructure and setting up the blog should not take long. Although it was agreed that set up should be fairly simple, there will be participants who want or need face-to-face training sessions. PDC is requesting feedback from the Classified Senate on what staff would like as their theme and what they would like to blog about. Ben Stefonik will contact the Foothill College Bookstore and KJs to see what they can donate as incentives for participants each week. Carolyn Holcroft will write up the marketing language. Valerie Fong will write up the follow up session language. The follow up session will take place in June after the 7 weeks of blogging. There was strong support for marketing and building the Reflective Writing proposal around the RA event. RA participants could be encouraged to reflect and blog about their experience implementing the RA framework. The PDC was reminded that there is currently no social media policy in place at Foothill College or De Anza College. In lieu of a set policy, parameters for these blogs need to be created, but concern for too many rules and micromanaging becoming a deterrent to participation was voiced. The PDC discussed possible ways to increase involvement and how to get participants to read each other's posts and reflect on them. Each week, part of the prompt could ask for reflection on the past week's blogs and an ongoing thread can be created. Prompts will act as optional suggestions, just to give guidance and jumpstart blogging. Word clouds for each individual could be formalized in the beginning, and then a combined word cloud could be created to share at the June session. This first round of 7x7x25 will be for college participants only. The possibility to expand discussions to include the off-campus community will be considered for future rounds. It was agreed that participants should receive at least 18 hours of PD credit (1 unit).

7. Electronic versions of PD attendance certification

The creation of electronic certificates was discussed. Although there was strong support for the elimination of paper waste, at this time hard copy certificates are provided because staff and faculty are required to submit hard copies when applying for PAA and PGA credit. The cost and feasibility of using PD tracking/certification software has been researched by FGA staff in the past but the decision was made to not make a purchase at that time. It was suggested that perhaps it is time to revisit that option.