



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

**MINUTES**

**Date:** 10/14/13      **Time:** 11:00 a.m. - 12:00 p.m.      **Location:** ISC Conference Room (3617)

**Attending**

Judy Baker, Carolyn Holcroft, Akemi Ishikawa, Nas Ouliaei, Ben Stefonik

**Agenda Items**

1. Introductions & Announcements
2. Professional Development Day, Fall 2013
3. New Professional Development Committee Members
4. Roles of Professional Development Committee Members
5. Assisting Other Committees
6. Planning for Winter Quarter

**Discussion Detail**

1. Introductions & Announcements
  - a. Introductions  
Professional Development (PD) Committee members went around the room and introduced themselves.
  - b. PD Information  
As a shared governance committee, PD meeting agendas and minutes will be posted at the Professional Development Committee website: <http://www.foothill.edu/staff/development/PDC.php>. The mission and vision statements will also be posted.
  - c. Outreach to Classified Staff  
It has been brought to the PD Committee's attention that classified staff feel PD workshops are predominantly focused on faculty issues and do not address topics that affect or interest staff. With the recent retirement of staff member, Judi McAlpin, committee members cited the lack of active staff representation/contribution to the PD committee as a primary reason for this oversight. Nas Ouliaei will bring this point forward at the next Classified Senate meeting, and extend the PD Committee's invitation for a strong advocate for classified staff to step forward and participate.
2. Professional Development Day, Fall 2013
  - a. Coordinating Announcement Session  
Ben Stefonik will contact Maureen Chenoweth to discuss the possible content (Transfer Day, PD Committee recruitment, etc.) and the time allotted for announcements after Bryan Dickerson's presentation. Bryan Dickerson will then be contacted regarding his shortened presentation time for the proposed announcement session, 9:40-9:50 a.m.
  - b. Documenting Attendance  
Nas Ouliaei will attend PD Day workshops to compile attendance lists. Akemi Ishikawa will email attendees surveys for feedback and print out the PD certificates of attendance.
  - c. Other

Meeting minutes will be archived online at the Professional Development webpage:  
<http://www.foothill.edu/staff/development/PDC.php>

- Ben Stefonik will communicate with presenters and finalize preparations for their workshops. Refreshments will be provided in room 3401. Carolyn Holcroft generously offered to provide home-baked treats for PD day participants and John DuBois will process payment to the contracted vendor for liquid refreshments. FGA will process payment for Bryan Dickerson's stipend of \$400.
3. New Professional Development Committee Members
    - a. Patti Chan, Kathleen Duncan and Valerie Fong are interested in joining the PD Committee, but current meeting times cannot accommodate everyone's schedule. A Doodle will be sent for proposed dates and time for possible rescheduling. Tuesday afternoons (opposite Curriculum Meeting Tuesdays) were a suggested option.
  4. Roles of Professional Development Committee Members
    - a. Members discussed the current structure of the PD committee and observed that a good base to build upon has been established. With Judy Baker and Nas Ouliaei covering the technology workshop topics and the development of the quarterly PD Day addressing much of the colleges other PD needs. The committee agreed that follow through on new ideas and project suggestions should be done by the person bringing the topic forward. Other members will contribute and assist on expansion on the idea, but the initiator should be the point person and should responsible for shepherding the project forward.
  5. Assisting Other Committees
    - a. The PD Committee would like to provide guidance and structure for those who are unsure about how to create a PD workshop. Judy Baker will generate a "tool kit" with step-by-step instructions on how to organize a PD workshop, information on the type of presentation that can/cannot be considered a PD workshop, the PD Committee's role in the process, etc.
  6. Planning for Winter Quarter
    - a. Equity Committee

It was commented that the Equity Committee has developed great ideas for workshops, but lacked the organization to see them through. The above mentioned "tool kit" would be an excellent resource to help them get started and move forward. Ben Stefonik will draft a formal invitation to ask the Equity Committee to participate on PD Day Winter Quarter.
    - b. Professional Development Leave Showcase

It was proposed that faculty and staff make presentations on their Professional Development Leaves (PDL) to share their experiences with their colleagues. The committee will work on obtaining a list of faculty and staff that have participated in the PDL program recently. It was suggested that presentations be limited to around 20 minutes each and grouped into brown bag sessions to be showcased once a month beginning Winter Quarter. Once more details are in place; Kimberlee Messina will be approached for support and endorsement.
    - c. 3CMS – Reading Apprenticeship

3CMS is organizing their event for March 7, week 9 of Winter Quarter. They will make arrangements for refreshments. Judy Baker will help secure a campus location large enough to house the event. Ben Stefonik will coordinate PD Committee efforts with the 3CMS group.
    - d. Professional Development Day, Winter 2014

Members agreed the Winter Quarter PD Day would take place on January 24, week 3 of Winter Quarter. This would be far enough in advance to separate itself from the 3CMS event. PD Committee members will continue efforts to coordinate the January PD day.