



## FOOTHILL COLLEGE Professional Development Committee Meeting

### MINUTES

**Date:** 10/16/14

**Time:** 1:00 p.m. – 2:00 p.m.

**Location:** Altos Room (2019)

### Attending

Patti Chan, Kathleen Duncan, Carolyn Holcroft, Akemi Ishikawa, Paula Schales, Karen Smith, Ben Stefonik

### Agenda Items

1. Introductions
2. Approval of minutes
3. Announcements
4. Reflective writing project update & action Items
5. PD Day Winter 2014

### Discussion Detail

1. Introductions  
Committee members went around the room and introduced themselves.
2. Approval of minutes (<http://www.foothill.edu/staff/development/PDC.php>)  
Karen Smith moved to approve the minutes from June 2, 2014. Ben Stefonik seconded that motion. The committee then unanimously voted for approval of the meeting minutes. (See above for full attendance.)
3. Announcements
  - a. The Reading Apprenticeship for STEM workshop (<http://events.r20.constantcontact.com/register/event?oeidk=a07e9y0w3vk89b3c9c0&lr=pje5aedab>) will take place tomorrow, Friday, October 17 from 10:00 AM to 4:00 PM in Room 6707. The attendance sheet, catering and technology are covered. Registration is still open to on and off campus participants ([www.rafoothill2014.eventbrite.com](http://www.rafoothill2014.eventbrite.com)).
  - b. The CCC Professional Development Clearinghouse Summit will take place Monday, November 3 – Wednesday, November 19. The California Community Colleges Chancellor's Office, in collaboration with the Academic Senate, @ONE, 3CSN, 4C/SD, and the Online Education Initiative, are hosting this summit for higher education administrators, professional development coordinators, district and state leaders and their peers to exchange ideas and create a statewide "clearinghouse of professional development resources and expertise to serve the entire system." The local session will take place at the South San Francisco Conference Center on November 19 (<http://www.eventbrite.com/e/ccc-professional-development-clearinghouse-summit-tickets-13247725303>).
4. Reflective writing project update & Action Items

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

Past actions taken to initiate the reflective writing project were reviewed. The project was ultimately approved for a Winter Quarter launch, for 1 unit of PGA credit, with the stipulation that participants sign a contract for standards of professionalism for both blog posts and response posts to colleagues' blogs. It was agreed that all seven posts must be completed and attendance of the debriefing meeting would be required to receive credit for participating in the project.

Members assigned and volunteered for tasks to complete during Quarter in preparation for the project launch in Winter Quarter:

- a. Flyer for advertisement & emails for promotion and updates – Ben Stefonik will work on the content of these materials
- b. Dates for advertising – emails for promoting and reminding the campus community to participate will be sent out week 1, an email reminder to participate with a project update will be sent out mid-way during the project, and another email update with information about the project debriefing meeting will be sent out at the end. Word-of-mouth will have a huge impact on getting the campus to participate.
- c. Detailed instructions for participants
  - i. Instructions for signing up – Ben Stefonik will write
  - ii. Instructions for blogging sites ([www.wordpress.com](http://www.wordpress.com)) – Ben Stefonik will create a 2-minute screencast tutorial on how to create a blog site for participants.
  - iii. Instructions for reviewing reader comments – Ben Stefonik will write
  - iv. Instructions for submitting work to count for PGA credit – Valerie Fong was considered, but she is on sabbatical
  - v. Finalize “contract” – Ben Stefonik will work on a final draft and send to committee members for approval
- d. What is the mechanism for “bundling” blog posts to share with the college? – Check with Judy Baker. There is currently no plan for a single blog site. Participants can use their own existing blog if they have one.
  - i. Post to PD website? – Judy Baker/Foothill Online Learning will post a summary about the project and a list of participants with a link to their blog(s).
  - ii. Send weekly or bi-weekly e-mails to the college to share writing? – Committee members agreed not to inundate the college with too many emails, therefore it was decided to limit college-wide email blasts to 3-4. There will be more discussion to decide whether to send college-wide, college-wide/central services, or district-wide emails.
- e. Dates of the project
  - i. Week 1, blog set up
  - ii. Weeks 2 – 8, blogging – The committee agreed to leave the project open and general to start. No prompts or focus will be provided when the project begins, but if participants actively seek guidance, a jump-start topic can be offered.
  - iii. A subsequent debriefing meeting is planned for contributors to share their experiences participating in the project.
- f. Prizes and goodies?
  - i. Weekly, Bi-weekly? Karen Smith will contact potential donors (KJs Café, Denise Swett, Pat Hyland, Romy Paule) for small weekly prizes. Everyone who participates will receive a prize.

The project is an opportunity to collaborate across disciplines and constituencies. It is a way to share teaching, learning and student success experiences on campus and to reflect in a meaningful way. By expanding the description of the project to include student success experiences, staff with meaningful student interaction will be encouraged to share. The project will provide a venue that will allow for distance participation. Being completely online, with no set time (other than the debriefing at the end), will encourage adjunct faculty to participate. The discussion then turned to providing PT faculty with PD growth credit and noted the limited opportunity for counting PD credit. PDC is committed to seeking funds to encourage PT faculty participation. A handout from the Center for Community

College Student Engagement (CCCSE), "Contingent Commitments – Bringing Part-Time Faculty Into Focus" was shared. ([http://www.ccsse.org/docs/PTF\\_Special\\_Report.pdf](http://www.ccsse.org/docs/PTF_Special_Report.pdf))

5. PD Day Winter 2014

PDC is interested in having the event be more inclusive of staff in Winter Quarter. It was observed that PD Day this quarter was faculty-centric and not marketed toward staff. The theme of Retention with a focus on Student Equity was agreed upon. It was suggested that PDC invite the Student Equity Committee to partner for this event. Some suggestions included:

- a. A panel of faculty and staff to share effective strategies for increasing student retention
- b. Ask faculty member Elizabeth Barkley to present. It was noted that, despite not being an "easy A", she is able to maintain a high retention rate in her online classes.
- c. An off-campus presenter. A potential speaker from the Carnegie Foundation will be explored. Everyone was encouraged to look for leads and speak with groups like Puente, Pass the Torch or the International Students office to find out their challenges and if they have a speaker in mind who can address their specific needs.
- d. PDC was most enthusiastic about the potential for a student panel to share their perspective

Ben will send a google doc to PDC to continue working on ideas/plans for PDD Winter.