



## FOOTHILL COLLEGE Professional Development Committee Meeting

### MINUTES

**Date:** 03/11/14

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

**Location:** Altos Room (2019)

### Attending

Judy Baker, Maureen Chenoweth, Valerie Fong, Akemi Ishikawa, Ben Stefoni

### Agenda Items

1. Announcements
  - a. Nas unavailable until after April 21
  - b. Statewide Professional Development
  - c. March 21 event "Moving Up: Strategies for Advancing Your Career"
2. Debrief March 7th PD Day?
3. Finalize planning and marketing for April 18th event
  - a. Assignment of tasks to individuals
  - b. Budget for refreshments very limited; sponsorship alternatives?
4. Planning for Fall Opening Day

### Discussion Detail

1. Announcements
  - a. Nas unavailable until after April 21  
Nas Ouliaei is tentatively scheduled to return to work after April 21. Committee duties assigned to Nas for PD events, such as taking care of attendance sheets, posting signs, room set up, refreshments, etc. will need to be addressed by other committee members until she is able to return. The Classified Senate plans to work with the President's Office to send a token of their well wishes to Nas.
  - b. Statewide Professional Development  
Maureen Chenoweth participated in a Flex Seminar, presented by LeBaron Woodyard, Dean of Academic Affairs, Chancellor's Office, California Community Colleges. An update on Statewide Professional Development/Flexible Calendar program legislation was discussed. The Flex program currently addresses faculty, but new language and details will be more inclusive of all staff. Although the program proposal was to be re-envisioned and innovative, the rationale for not funding the proposal was that changes presented were too aggressive. Despite this incongruence, the May revise should provide some program funding. The requirement for a college Flex Calendar Coordinator was also discussed. DeAnza currently has a full-time faculty member and full-time staff member working as their Flex Calendar Coordinators. Most community colleges are in a similar situation to that of Foothill College, with either no current Flex Calendar Coordinator or with part-time staff, faculty or administrator as Flex Calendar Coordinator.
  - c. March 21 event "Moving Up: Strategies for Advancing Your Career"  
As of March 10, 102 people have registered for "Moving Up: Strategies for Advancing Your Career" via the Professional Development Event Calendar:  
<http://events.r20.constantcontact.com/register/event?oeidk=a07e8lga550b3361462&llr=>

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

[pje5aedab](#). Of the 102, approximately 60 are from other colleges. An event of this scale, focusing on staff interests is uncommon, which accounts for the high number of off-campus registrants. Denise Swett has arranged for Innovative Educators to sponsor this event.

2. Debrief March 7th PD Day?

Presenter Ann Foster was thanked via email. Attendees were very pleased with the presentation. There was enthusiastic interest for bringing Reading Apprenticeship and Acceleration for Math and English to campus next year. The Language Arts and Physical Sciences Mathematics and Engineering divisions will be approached to see if there is interest. There is also new focus on bridging instruction and student services at 3CSN. Judy Baker will share results from the PD Feedback Survey for this event. Ann Foster will be contacted to see if electronic copies of handouts are available to post to the PD Group Studio.
3. Finalize planning and marketing for April 18th event
  - a. Assignment of tasks to individuals
    - I. Rooms and speakers are confirmed.
    - II. Ben Stefonik will communicate with keynote speaker, Dr. Estela Bensimon to get the final topic description. The event flyer will be distributed for proofing and finalization.
    - III. Judy Baker will update the PD Calendar with new event details.
    - IV. FGA will get copies made of the event flyer.
    - V. Committee members will help with flyer distribution.
    - VI. Maureen Chenoweth will contact Denise Swett about providing a videographer for the keynote event.
    - VII. Ben will ask Judy Miner's office to send out an initial email invitation.
    - VIII. Maureen will handle attendance sheets.
    - IX. Ben will post signs on room doors.
    - X. Maureen will look into sandwich boards for additional signage.
    - XI. Judy will create separate survey feedback forms for PD Day. She will send out a sample of the current survey for feedback and review for modifications from committee members.
  - b. Budget for refreshments very limited; sponsorship alternatives?
    - I. Because of Judy Miner's interest in supporting and promoting this PD Day event, Ben will ask her office about providing box lunches for attendees. Box lunches were suggested to accommodate the short lunch period scheduled.
    - II. KJs Café and Palo Alto University were discussed as possible sponsors for refreshments.
    - III. Depending on the final plans for lunch, Maureen will ask Roberto Sias, President of the Classified Senate, for volunteers to help oversee coordination of lunch.
    - IV. As a member of the Equity Committee, Robert Sias will also be asked by Maureen if the Equity Committee will oversee final clean up for the day.
4. Planning for Fall Opening Day
  - a. The PD Committee is scheduled to meet with members of the Academic Integrity Committee. The PDC would like to clarify their role in this process and clearly delegate tasks in preparation for Opening Day. Because no concrete plans have been discussed, a meeting with Judy Miner has not yet been arranged. Judy Baker will coordinate a meeting with President Miner soon. PDC debated approaches to picking a speaker, due to the concern for the cost of flying out the Academic Integrity Committee's pick from New Zealand or Australia. Members were assured the cost would be kept minimal, but members also wanted reassurance that the speaker was meeting the intent of committee.
  - b. The conversation then turned back to defining the PDC's role when providing support to other committees or individuals in the planning of their event. When planning a one hour to one day workshop, the PDC should step back and play a supporting role to the event

planner(s)/presenter(s). For larger events, such as Opening Day, the PDC agreed it should take a more prominent or lead role and assert more strongly in the decision making process.

- c. The PDC has become more visible on campus; therefore more offers from groups to do workshops are coming in. The Transfer Workgroup would like to plan an event with the PDC in the Fall. The Classified Senate Retreat would like to provide their attendance data to the PDC. This year the Classified Retreat will be marking its 25<sup>th</sup> anniversary. The topic will be mutual respect and will be held on May 9 at Michaels at Shoreline in Mountain View.
- d. Looking further ahead, Ben Stefonik would like to develop a workshop for new part-time hires with a 3-hour curriculum. It was recommended that he speak with Pat Hyland to see what topics are covered during her orientations for new hires and where funding might be available. Members discussed the development of a mentoring program between full-time and part-time faculty and the possibility of working the topic into the Academic Integrity Opening Day.