



FOOTHILL COLLEGE  
Professional Development Committee Meeting

## MINUTES

**Date:** 11/24/15

**Time:** 12:00 p.m. – 1:00 p.m.

**Location:** Altos Room (2019)

### Attending

Jeff Anderson, Judy Baker, Patti Chan, Heather Garcia, Carolyn Holcroft, Akemi Ishikawa, Tiffany Rideaux, Paula Schales, Benjamin Stefonik

### Discussion Items

1. Minutes & Announcements
2. Planning for Winter Quarter PD event
  - a. Preparing for the reflective writing challenge for winter quarter
  - b. Winter Quarter PD Day: Professional Practice Exchange (1/22)
  - c. Winter Quarter PD Day: FRANCES E. KENDALL
3. Responsibility for coordination of catering PD events
4. PDC input for Program Review
5. Progress of draft PD plan
6. Video Production Studio
7. Status of PD coordinator position (see attached for job announcement emailed to faculty on Nov. 19th)
8. Looking ahead to spring

### Discussion Detail

1. Minutes & Announcements
  - a. Draft meeting minutes from 10/27/15 were approved by consensus.
  - b. Karen Oeh, Transfer Center Coordinator, will join PDC Winter Quarter as a new committee member.
2. Planning for Winter Quarter PD event
  - a. Preparing for the reflective writing challenge for winter quarter
    - i. The challenge will have a 7x9x25 requirement this year. 7 blog posts in 9 weeks in 25 sentences. 4 responses to other participants' posts will be an additional requirement.
    - ii. Carolyn Holcroft will compile the submitted blog posts and Marketing will post the blog links, update, and maintain the reflective writing challenge webpage.
    - iii. Wordpress will remain the recommended site for participants.
    - iv. Ben Stefonik will ask Andrea Hanstein to send out 2 email blasts to the college before the end of the quarter. This will include a link to last year's webpage to share examples. See <http://www.foothill.edu/staff/development/reflectivewriting.php> for last year's reflective writing challenge webpage.
  - b. Winter Quarter PD Day: Professional Practice Exchange (1/22)
    - i. Invitations to participate in the Professional Practice Exchange were sent to a list of

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faculty Professional Development Leave (PDL) participants provided by the Board of Trustees, and to a list of classified staff PDL participants provided by Karen Smith, President of the Classified Senate.

- ii. There was overwhelming enthusiasm and interest from the faculty. Seven faculty members have already volunteered to participate.
  - iii. One classified staff member, John Bartch, volunteered to present. John was hesitant because his leave took place 3 years ago, but offered to contribute to the event if a staff presenter is needed.
  - iv. PDC discussed the possibility of offering a presentation 12-1 pm about the PDL process, but decided against it because the Faculty Association typically runs those training sessions. PDC also wanted to be mindful of adjunct faculty who are ineligible for PDL and therefore did not want this PD Day to become a "how to" event that would exclude part-time faculty for part of the session.
  - v. PDC would like to include an active component for the audience. They would like to have participants brainstorm and discuss how to apply what they learned.
  - vi. Although PDC does not want to create work for the presenters, they would like the presenters to be prepared to advise their colleagues on what is expected prior to, and post PDL. Presenters might have an exercise after each presentation or at the end of the entire session to address the next steps and how to share their PDL project with the college broadly. (Who to contact, who to share with, how to disseminate information, etc.)
  - vii. This PD Day will take place 1-4 pm. Presentations will be approximately 15 minutes each. Unless there is a significant increase in staff participants, the event will be scheduled to take place in one location.
  - viii. Karen Smith will be asked to resend the invitation to classified staff requesting participation as presenters.
  - ix. Ben Stefonik will book the Hearthside Room.
  - x. Carolyn Holcroft sent out a "hold-the-date" email to the deans. Ben Stefonik will provide a write-up about the event that can be sent out in email blasts and for the deans to send out as a more personal invitation to faculty and staff to attend.
  - xi. Carolyn Holcroft will check with Pat Hyland about appropriate arrangements for the off campus gathering at First and Main after 4 pm.
  - xii. Carolyn Holcroft will make arrangements for coffee/refreshments for this event.
- c. Winter Quarter PD Day: FRANCES E. KENDALL
- i. Roberto Sias, Courseware Coordinator, has been in communication with Dr. Kendall who is trying to finalize her availability for February 19 or February 26.
  - ii. Tiffany Rideaux will be the liaison for PDC with Roberto Sias and Dr. Kendall.
  - iii. After the date and times are settled, PDC will book the Hearthside Room and then determine if catering is required.

### 3. Responsibility for coordination of catering PD events

Due to the demands of maintaining two course management systems (CMS), Canvas implementation alongside continued support of Etudes, Foothill Online Learning (FOL) is no longer able to coordinate catering for PD events. (Refer to 2.b.xii. for PDD Professional Practice Exchange catering plan and refer to 2.c.iii. for PDD Frances E. Kendall catering plan.)

### 4. PDC input for Program Review

- a. The Administrative Unit Comprehensive Program Review for FOL is due mid-January. Therefore, Judy Baker is requesting PDC's input at this time.
- b. Judy will provide a copy of last year's Program Review for FOL and the data for SLOs for reference.
- c. The entry under "1.1B. Staffing" of the draft Program Review was discussed. There was concern for shifting "responsibility for coordination, budget management, marketing, record-keeping, and implementation of professional development for faculty to the Student Success and Retention Team." It was questioned whether or not some PD needs

would go unmet.

5. Progress of draft PD plan  
Tabled for future discussion.
6. Video Production Studio
  - a. Jeff Anderson shared his proposal for the development of a permanent Foothill College recording studio for faculty use. PDC's input was requested prior to taking the proposal forward to Kurt Hueg, Vice President of Instruction and Institutional Research.
  - b. Concern was raised for duplication of resources. It was recommended that Jeff check with Denise Swett about Go2Orientation and the Online Education Initiative (OEI), Student Readiness videos through Judy Baker, to confirm that similar resources are not already in place.
  - c. Jeff was invited to present his proposal at the Professional Practice Exchange to find out if there is interest from the faculty. It was recommended that he contact the Academic Senate to find out the best way to gain more formal support from faculty. It was also suggested that he get feedback from the students. Faculty and administrators may be more compelled to support his proposal when students advocate for a resource.
7. Status of PD coordinator position (see attached for job announcement emailed to faculty on Nov. 19th)
  - a. In addition to the Faculty Professional Development Coordinator – Equity position, an administrator and staff position will also be opened. These additional position will have some responsibility for coordination and management of professional development.
  - b. Once the new PD director is hired, Judy Baker will no longer serve as the administration tri-chair for PDC.
  - c. PDC discussed whether the PD Coordinator would serve as the faculty tri-chair or if Ben Stefonik, as faculty representative for the Academic Senate, would continue to serve as faculty tri-chair.
  - d. The PD Coordinator's workload and how to balance administrative/service duties versus teaching was examined.
8. Looking ahead to spring  
Tabled for future discussion.