



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

## MINUTES

**Date:** December 7, 2017

**Time:** 1:30PM-2:30PM

**Location:** Library Conference Room

### Attending

In attendance: Carolyn Holcroft, Ben Stefonik, Paula Schales, Heather Garcia, Karen Smith, Jeff Anderson

Absent – Judy Baker, Patti Chan, Mona Rawal

### Discussion Items

Fall PD Day Debrief  
Winter PD Day Planning  
Defining Professional Development at Foothill  
Scheduling PDC meetings for Winter quarter

### Discussion Detail

- Latest draft minutes (included Carolyn and Judy's suggested revisions) from November meeting were approved by consensus
- Debrief Fall PD Day
  - all three workshops were well attended and PD committee members heard positive verbal feedback
  - Holcroft to distribute the SurveyGizmo results
  - some classified staff expressed desire to go deeper, beyond basics
  - VoiceThread seemed to be a hit
  - lunches seemed to be helpful for drawing people to the workshops
- Update/continue Winter PD planning (Friday, January 26, 9A-1P)
  - Confirmed Cynthia Kaufman – service learning workshop
  - Kyle Brumbaugh – using Maker Space to incorporate service learning
  - Video – using video to increase online student engagement (Heather and Paula will send description) Ideally 11AM-1PM and include lunches. President's Conference Room generally worked well.
    - Discussion about whether we could engage staff, especially student support service staff, to explore using videos to introduce what their office does? I.e. humanize your office/service. Karen agreed to bring this idea to the next classified senate meeting for feedback
  - Keynote and/or group activity at beginning of the day? Thuy/Ben intro service learning? Ben can record a video if unable to be here in person. Carolyn to follow up

with Thuy to check availability – record videos for each workshop room rather than having everyone meet and then disband to go to separate workshops?

- Judy to do service learning in online? Holcroft to check.
- Holcroft to book rooms
- Defining "Professional Development" at Foothill - Anderson
  - Jeff was not able complete draft revised document before today's meeting. Will update and bring back to first meeting in Winter.

Karen and Heather provided substantial feedback. Would be helpful for PD to include opportunities to gain deeper understanding about college governance structures. Heather added that she has proposed some edits to the definition of PD for classified staff. Jeff will reflect on feedback for next draft.

- Scheduled meeting dates for Winter quarter:
  - Thursdays 12:15-1:15PM on 1/18, 2/8, and 3/15. Holcroft will send Outlook invites
- Announcements - all
  - Karen learned that Daphne Small already keeps track of local organizations that can provide service learning opportunities. Invite Daphne to next meeting to discuss, share info
  - @ONE Digital Learning Day – we can request flyers from @ONE. Can PDC help promote? Entails an online conference, all the sessions will be streamed online. Heather suggested we host a group room to gather participants. Heather will forward info to Holcroft. Holcroft to book a room for group.
  - Holcroft to follow up with Julie Ceballos re: who has “ownership” of the PDC page, how to update, design?

**Future agenda items:**

- PD marketing plan and strategies for coordination of PD events across campus
- PD webpage redesign
- 2018 College Opening Day PD planning
- PD Plan

Approved January 18, 2018