



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

**MINUTES**

**Date:** 5/25/17      **Time:** 12:00 p.m. – 1:00 p.m.      **Location:** Library Room (3533)

**Attending**

Jeff Anderson, Judy Baker, Kelaiah Harris, Karen Smith, Heather Garcia, Paula Schales, Patti Chan, Ben Stefonik

**Discussion Items**

1. Welcome and introductions
2. Approval of [minutes from April meeting](#)
3. Announcements
  - a. PD Newsletter - dissemination on June 1
  - b. PD Survey - link in PD Newsletter (<http://foothill.PD-Needs.sgizmo.com/s3/>)
  - c. PD Annual Report - submission to PaRC on May 25
4. Opening Day planning
  - a. Tentative plans by President Nguyen
    - I. Recognition of student clubs for service learning leadership building
    - II. Possibility of speaker about stereotype threat
    - III. One hour for breakout sessions
    - IV. SLOs Examples - Faculty Sharing (SLO Committee)
    - V. How to use service learning in your classroom (Scott Lankford)
    - VI. New College website (Andrea Hanstein)
  - b. Scheduling a meeting with President Nguyen and PDC tri-chairs
  - c. Foothill Online Learning staff can conduct a session on "How to Save Time Using Canvas"
5. PD Plan development

## Discussion Details

1. Welcome and introductions
2. Approval of [minutes from April meeting](#)
  - a. The meeting minutes were approved by consensus.
3. Announcements
  - a. PD Newsletter - dissemination on June 1
    - I. Judy Baker sent the draft newsletter to the PDC for feedback and she received some suggestions for potential topics to include in the newsletter.
    - II. There was a recommendation that the professional development webpage link should be included at the top of the newsletter.
    - III. There was another suggestion to place a promotional excerpt in the newsletter to encourage employees to participate in the PDC. Perhaps the excerpt can include that PGA is available.
    - IV. Judy will make these adjustments to the Newsletter.
  - b. PD Survey - link in PD Newsletter (<http://foothill.PD-Needs.sgizmo.com/s3/>)
    - I. There were several suggestions for the PD survey revisions.
    - II. There was a request to add 3 additional questions to the survey referring to faculty and staff onboarding; however, the PDC considered these questions to be slightly off topic from the focus of the survey. In addition, the Non-Instructional Faculty Professional Development Coordinator would assume the responsibility of employee onboarding.
    - III. Once the survey is distributed, the division deans and the Senate presidents would encourage participation.
    - IV. There was a recommendation to raffle a KJ's gift card for those who completed the survey. Some members of the PDC volunteered to donate money for the gift card.
  - c. PD Annual Report - submission to PaRC on May 25
    - I. The Annual PD report will be submitted to PaRC on May 25<sup>th</sup>. The report may cited in the accreditation self-study.
    - II. The student panel for Opening Day can also be included in the annual report.
    - III. The Peer to Peer program was very exciting, although there was limited participation. Should the PDC or Ben Stefonik consider facilitating this program next year, the PDC hopes to receive support from the institution and address some of the challenges of the program.
4. Opening Day planning

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

- a. Tentative plans by President Nguyen
  - I. Recognition of student clubs for service learning leadership building
    - 1. Thuy would like to recognize student clubs and distribute awards for their efforts in service learning.
  - II. Possibility of speaker about stereotype threat
    - 1. Thuy has a keynote speaker in mind that she would like to invite to discuss stereotypes.
  - III. One hour for breakout sessions
    - 1. There will be an hour allotted for the breakout sessions.
    - 2. If there are any suggestions or recommendations, please contact Thuy.
    - 3. Ben spoke to Thuy about developing a service learning conference for students and faculty to present their research on service learning, similar to a symposium. Themes may include social justice and leadership, and students will have the opportunity to express themselves and experience attending a conference. Thuy favored this idea and will make an announcement about the symposium on Opening Day to encourage faculty participation. Ben would be responsible for coordinating this event. This could also be an opportunity to bring in community organizations and potential positions for student volunteers.
    - 4. A breakout session can be offered explaining the symposium's mission and vision. Ben will continue to formulate this idea over the summer.
    - 5. Ben and Thuy also discussed incentivizing part-time faculty to attend professional development events. He had previously submitted a proposal to provide stipends to part-time faculty who attended professional development; however, it is unclear where this proposal currently stands. Ben will follow up with Andrew LaManque on the stipends.
    - 6. Instead of a Spring Professional Development day, Ben suggested the college encourage college wide department meetings, where each department meets with the part-time faculty. The focus of this event is to encourage part-time faculty participation in professional development. He discussed this idea with Thuy and she suggested he propose this event to the campus constituent groups. Staff can create a separate professional development event in lieu of this. There may be some challenges with the availability of part-time faculty. The PDC is mindful that some of the faculty have other jobs and cannot attend professional development events. There was a suggestion to include workshops on navigating the full-time faculty job applications during the department meetings or for Opening Day. A workshop such as this could support the

development of skills and offer support services for part-time faculty.

- IV. SLOs Examples - Faculty Sharing (SLO Committee)
    - 1. There was a request from the SLO committee to have a breakout session on SLOs.
    - 2. There may be room for staff involvement to participate in this break out session. This can be further discussed in the Classified Senate meetings and PaRC.
  - V. How to use service learning in your classroom (Scott Lankford)
    - 1. Scott Lankford and Daphne Small may facilitate a break out session about service learning within the classroom.
  - VI. New College website (Andrea Hanstein)
    - 1. Marketing and Public Relations will be rolling out the new college website on Opening Day.
  - b. Scheduling a meeting with President Nguyen and PDC tri-chairs
    - I. Judy will schedule a meeting with PDC tri-chairs and Thuy.
    - II. Judy is waiting to hear back from Justin for potential meeting dates and times.
  - c. Foothill Online Learning staff can conduct a session about Canvas.
    - I. Foothill Online Learning can facilitate a session about canvas and faculty can display their canvas site.
5. PD Plan development
- a. The PDC will continue working on the PD plan to support the needs and the structure of the PDC. Once the draft plan is completed, the PDC will submit the draft to the constituent groups for approval.
  - b. Jeff will continue to contribute to the PD plan, although his tasks as the PDC tri-chair may be scaled back as he has other obligations.
  - c. Ben will be unable to assume the faculty tri-chair role as he will be focusing on implementing the service learning research symposium.
  - d. Jeff has received feedback on the Goals, Services, and Responsibilities for Governance section of the plan. He will update the plan to reflect the recommendations.
  - e. The PDC members can review the next 2-3 sections of the plan and provide feedback at the following meeting in June.
  - f. Some PDC members have a scheduling conflict with the June meeting. Judy will reschedule the meeting to Thursday, June 15th from 12pm-1pm.
  - g. Judy will send the PDC to-do list with the calendar invite of the rescheduled June meeting. PDC members can refer to the to-do list for the follow-up tasks.