



FOOTHILL COLLEGE
Professional Development Committee Meeting

MINUTES

Date: 6/15/17 **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 May meeting
3. PDC Plan revisions
4. Results of PD Survey
 - a. 91 responses
 - b. Raffle winner is Valerie Diaz De Arce
 - c. Detailed results posted
5. Fall PD Day?
6. Opening Day
 - a. Tentative plans by President Nguyen
 - I. Recognition of student clubs for service learning leadership building
 - II. Keynote speaker confirmed: Claude Steele about stereotype threat
 - III. One hour breakout sessions or follow-up to keynote presentation?
 1. SLO Examples- Faculty Sharing (SLO committee)
 2. How to use service learning in your classroom (Scott Lankford)
 3. New College website (Andrea Hanstein)
 - IV. Meeting with President Nguyen and PDC tri-chairs scheduled for Tues, June 20

V. Suggestions by Carolyn Holcroft to include recognition of employees by length of service

Discussion Details

Discussion Items

1. Welcome and introductions
2. Approval of minutes from May meeting
 - a. Minutes were approved by consensus
3. PDC Plan revisions
 - a. Members of the PDC provided feedback on the PD plan. All feedback and further contributions to the PD plan are appreciated.
 - b. Jeff Anderson will revise the plan during the summer. Should anyone wish to include further information and follow up with the plan, all PDC members will have access to the document via One-Drive. The PDC will reconvene in the fall and review the PD plan.
 - c. There was some discussion to reach out to the administrators to gather feedback about the plan.
 - d. Ideally, the plan will address professional development for both staff and faculty to support student success.
 - e. Jeff will work further on the PD plan to document resources and provide information on the functions and operations of the PDC.
 - f. As it currently stands, there are many forums of PD on campus and it can be challenging to gather this information, but providing this information would further support PD on campus by increasing awareness and knowledge of best practices.
 - g. The PDC discussed the need for additional communication on campus to systematize and improve professional development for tracking and reporting purposes.
4. Results of PD Survey
 - a. 91 responses
 - b. Raffle winner is Valerie Diaz De Arce
 - c. Detailed results posted
 - I. The PD survey was administered via email.
 - II. There were a variety of comments received and roughly an equal response rate from faculty and staff.
 - III. Data analysis can be completed on the comments, but this could take some time and may not be necessary for this purpose.

- IV. There was some feedback to host PD events on Thursday afternoons. Karen Smith volunteered to organize some possible PD activities at the desired time.
- V. Some comments reported that the Lynda.com online training was not preferred, and a hybrid model was suggested. The PDC discussed trying to pilot a hybrid workshop over the summer. Hybrid models and in-person trainings can be difficult to organize due to needing a committed facilitator, which can be challenging to find.
- VI. The survey provided valuable information that will be taken into consideration when providing future PD events.
- VII. Respondents indicated that they were more likely to attend PD events about interpersonal skills/personal skills and service excellence. This could be taken into consideration for fall PD Day.
- VIII. Patti Chan shared with the PDC that her husband does interactive and improvisational activities related to interpersonal skills/personal skills for both private and public organizations. This activity could be a potential opportunity for PD at Foothill College.

5. Fall PD Day

- a. Fall PD day could be organized around the responses from the PD survey and President Nguyen's suggestion to host follow-up programming on the Opening Day theme.
- b. There was some discussion to reserve fall PD day towards the middle of the quarter in week 5.
- c. The PDC can meet over the summer and extend an invitation to the Non-Instructional Professional Development Coordinator.

6. Opening Day

- a. Tentative plans by President Nguyen.
- b. Recognition of student clubs for service learning leadership building.
- c. Keynote speaker confirmed: Claude Steele about stereotype threat
 - I. President Nguyen is interested in having stereotype threat as a reoccurring theme throughout the year by providing post activities and workshops to follow up with Opening Day.
 - II. President Nguyen is currently negotiating the facilitation of the keynote presentation with Claude Steele.
- d. One hour breakout sessions or follow-up to keynote presentation?
 - I. The one hour breakout sessions will include a follow-up group discussion on the keynote presentation about stereotype threat and the following activities:
 - II. SLO examples- Faculty Sharing (SLO committee)

- III. How to use service learning in your classroom (Scott Lankford)
- IV. New College website (Andrea Hanstein)
- e. Meeting with President Nguyen and PDC tri-chairs scheduled for Tues, June 20
 - I. The PDC tri-chairs will meet with President Nguyen to share ideas for Opening Day breakout sessions. Ben Stefonik has considered a breakout session to discuss ideas and brainstorm about the service learning research symposium, but this has yet to be confirmed. He would like to announce the research symposium in the Smithwick Theater and plans to follow up with President Nguyen for further discussion.
- f. Carolyn Holcroft suggested to include recognition of employees by length of service