



FOOTHILL COLLEGE

Professional Development Committee Meeting

MINUTES

Date: 9/28/17 **Time:** 1:30 p.m. – 2:30 p.m. **Location:** Library Room (3533)

Attending

Jeff Anderson, Judy Baker, Heather Garcia, Carolyn Holcroft, Elaine Kuo, Paula Schales, Karen Smith, Christopher Warren

Discussion Items

1. Welcome and introductions
2. Approval of minutes from June meeting
3. Announcements
4. Review charge of PDC
5. Fall PD Day Planning
6. PD workshop suggestions
7. Strategies for coordination of PD events across campus: Project management
8. PDC membership recruitment
9. NameCoach training update
10. Winter PD day

Discussion Details Discussion Items

1. Welcome and introductions
 - a. Christopher Warren, Dean of Equity and Inclusion
 - b. Carolyn Holcroft, Faculty Professional Development Coordinator

- c. Jeff Anderson, Faculty Tri-chair (will confirm role with Academic Senate)
 - d. Judy Baker, Administrative Tri-chair
 - e. Karen Smith, Classified Tri-chair
 - f. Heather Garcia, Elaine Kuo, Paula Schales, members
2. Approval of minutes from June meeting
- a. Carolyn Holcroft asked for clarification about 6.f. [Suggestions by Carolyn Holcroft to include recognition of employees by length of service] as an official request from Academic Senate (not from her personally).
 - b. Judy Baker clarified that recognition of employee length of service is a part of Opening Day tradition. Recently, practice expanded to include FT and PT length of service.
 - c. Karen Smith discussed results from the professional development survey—especially the good feedback received. This documentation will be shared with Christopher Warren.
 - d. Heather Garcia inquired about the raffle results, and Judy confirmed the raffle items were awarded already (see June minutes for more information).
 - e. Minutes were approved by consensus, pending 6.f. revision that employee length of service is an official request from Academic Senate.
3. Announcements
- a. Equity and Professional Development Office staffing changes
 - New Dean of Equity and Inclusion (Christopher)
 - New Faculty Professional Development Coordinator (Carolyn)
 - New Equity Researcher (Lisa Ly)
 - Elaine Kuo is now College Researcher
 - Kelaiah Harris is now Instructional Services Coordinator (Instruction)
 - Christopher announced that temporary staffing will be hired shortly; efforts are underway to hire an Administrative Assistant I and a Program Coordinator II
 - b. All administrative/logistical responsibilities related to professional development will continue to be housed with the Office of Equity and Professional Development
4. Review charge of PDC
- a. Carolyn opened the discussion about PDC's charge.
 - b. Reviewed current statements on the PDC website and in governance handbook.

- c. Noted that upcoming review of governance structure and process will most likely affect existing language in governance handbook (as it relates to the PDC).
- d. Discussed role of PD Plan as PDC's charge is clarified during governance review process. Jeff discussed value of completing a PD Plan to serve as a guiding document.
- e. Review of existing SLOs from Program Review—DID NOT DISCUSS
- f. PDC input for Accreditation Standard II.A. items regarding professional development—DID NOT DISCUSS

5. Fall PD Day

- a. Scheduled for Friday, November 17, 2017; 11 am-1 pm; Toyon Room
- b. To be followed by the "Black Minds Matter" series; 1-3 pm; Toyon Room
- c. Carolyn will serve as the primary contact for Fall PD Day, and she will work with Marketing & Public Relations to advertise for this event.
- d. Focus will be on a continuation of the stereotype threat discussion began on Opening Day (Speaker: Claude Steele).
- e. Avi Ben-Zeev will return to continue his facilitated dialogue workshop held on Opening Day ('Speaking Truth' and Other Tools for Combating Stereotype Threat Effects).
- f. Carolyn asked whether there was interest to ask Pat Hyland to facilitate a continuation of her Opening Day workshop (Addressing Stereotype Threat in Our Workplace) that would have a staff focus; Karen believed there was interest from classified staff and would confirm with Classified Senate.
- g. Committee discussed importance of including lunch as part of PD Day but noted there may be spending rules/regulations to consider; there will be follow up with Kristy Lisle (VP of Instruction and Institutional Research) to discuss using PDC funds for this purpose.
- h. Committee discussed challenges encountered with having all PD communication come from Marketing and Public Relations; concern is that the monthly electronic PD newsletters are not as effective due to timing and scheduling of PD events given when the newsletter is released. Broader discussion needed about PD directly handling PD publicity—may need to initiate conversation at Cabinet as it may require additional resources.

6. PD workshop suggestions

- a. Karen proposed a session about "Workforce/CTE."
 - I. Would provide overview about Workforce/CTE, which is a core mission of the college.
 - II. Consideration that most staff may have limited exposure regarding this topic.

- III. Discussion about Mike Rowe (Dirty Jobs) as a potential speaker, who could advocate for community college as avenue for CTE training. Christopher noted there might be alignment with enrollment efforts.
 - IV. Next steps: Christopher will work with Karen to frame proposal for Thuy Nguyen (President) and Kristy; speaker fees/costs to be explored
 - b. Judy discussed a workshop about "Open Textbook Adoption."
 - I. Relevance due to recent legal changes
 - II. Carolyn proposed that this topic be included as part of Fall PD Day (three concurrent sessions, along with Avi's and Pat's) or that this focus be expanded into Winter PD Day.
 - III. Karen recommended David Byers a possible presenter for this session and will discuss this possibility with library faculty.
 - c. Committee considered offering training sessions about Zoom (videoconferencing tool)
 - I. Judy has received requests about learning how to use this tool
 - II. Would facilitate meetings between main campus and Sunnyvale Center (saving time and resources)
 - III. Committee agreed this was a good topic but need to determine frequency of trainings?
 - d. Jeff proposed a PT faculty workshop
 - I. Focus would be a series of "how-to" sessions related to preparing for the (FT) faculty job interview process, covering CVs, cover letters, teaching demos, etc.
 - II. Recommendation was made to connect with Pat (Director of Equity and Employee Relations) and Gillian Schultz (Biology faculty who is coordinating new faculty orientation)
 - III. Christopher noted that this effort aligns with both the Office of the President and the Office of Instruction and Institutional Research initiatives related to faculty hiring.
 - IV. Carolyn discussed the possibility of building on top of a proposal that is focusing on pedagogy to include the technical aspects related to faculty hiring.

7. NameCoach training update

- a. Friday, September 29, 2017; noon-1 pm; President's Conference Room
- b. Judy discussed NameCoach's request to videotape training event
- c. Committee questions what the videotape would be used for and in what circumstances; Judy indicated it would most likely be for marketing efforts.

- d. Committee requested clarification from NameCoach; recommendation was made to have release forms (for individual consent) and an MOU (for institutional--company agreement)
- 8. Winter PD day
 - a. Proposed date: Friday, January 26, 2018
- 9. Strategies for coordination of PD event across campus: Project management—DID NOT DISCUSS
- 10. PDC membership recruitment—DID NOT DISCUSS