



FOOTHILL COLLEGE
Professional Development Committee Meeting

MINUTES

Date: February 8, 2018 **Time:** 12:15-1:15PM **Location:** Library Conference Room

Attending

Paula Schales, Jeff Anderson, Judy Baker, Carolyn Holcroft, Heather Garcia, Karen Smith
Absent: Ben Stefonik, Mona Rawal, Patti Chan

Discussion Details

1. Review/approve minutes from January meeting

- PDC members unanimously approved minutes from the previous meeting

2. Debrief Winter PD Day

- Carolyn shared that only one participant return feedback via the post-event survey from the Winter PD day on Friday January 26, 2018. Carolyn also mentioned that the three-hour workshop on service learning began with about 16 participants and after about two-hours, some of the participants left to join the workshop on creating your own videos.
- Judy suggested that if we want to have a follow up session to give our campus community to the Maker Space Introduction from Winter PD, we might contact Lisa Delapo to help coordinate the details.
- Heather Garcia and Paula Schales indicated that they streamed the Video Workshop that they lead during Winter PD Day. In the future, Heather suggests that the practice of streaming is a nice option for people who are off-site. Paula offered to look back through the video recording of the last streaming session, edit this video, and put some of this material into their online, self-paced course “Create Your Own Videos.”

3. Spring PD planning

- Our PD committee decided that Spring PD day should be on Friday April 27, 2018
- Possible themes/sessions for this PD day include:
 - ✧ Stereotype threat in the workplace – Hyland, Holcroft confirmed: We spoke about having a conversation about how to design our campus spaces to counter Stereotype threat
 - ✧ Invite SEW to possibly present during the Spring PD day.

- ✧ Accessibility Workshop suggested from Paula and Heather
- ✧ Suggestions from Karen:
 - What are the benefits to improving transparency to Staff?
 - How not to be the loudest person in the room?
 - Ray Chan, Patty Chan's husband, offered to do a workshop based on his theatre workgroup (see attachment). Carolyn reported on an email she received about Ray Chan. This workshop would be \$3000.00 for 3 hours. Carolyn mentioned that if we were to do this, we would want to make sure this would be highly attended. The PDC members tabled this workshop for a possible Opening Day 2018 Workshop
 - How to participate in your division's program review
 - Name pronunciation workshop
 - How to use Outlook for desktop?
 - Excel applications and why taking a class in this would help?
 - How to get free textbooks: David Byer, a library technicians at DeAnza, did this at district opening day and it was well attended. Karen offered to request an outline for this talk from David and ask for a description of this presentation.
 - Maker Space for Classified Staff
 - Police Department from Santa Monica College up here to do a review of the actions they took (all the way up to reopening) after their unfortunate mass shooting. Karen heard them at a Leadership Institute Conference a few years ago and thought they were outstanding.

4. PD Planning Update

- No feedback from constituents re: Defining "Professional Development" at Foothill (Heather brought to classified, Judy brought to admins, Jeff brought to academic senate). Carolyn will contact Peter Chow about getting this document to a PaRC meeting

5. Announcements

- Judy renewed Foothill's 4C/SD Membership: <http://4csd.com/>
 - ✧ Benefits:
 - Advocacy at the state level for professional development funding and other resources
 - 4C/SD listserv allowing you to post questions and responses to the community of college staff developers throughout California ([Join the Listserv](#))
 - Eligibility to nominate or receive Outstanding Achievement Awards
 - Networking with other Professional Developers
 - Reduced rate for the Annual Conference
 - Workshops
- 4C/SD Conference – March 14-16 in Claremont, CA(see attachment 2)

6. Future agenda items:

- Recruiting new PDC membership
- 2018 College Opening Day PD planning
- Karen and Carolyn will discuss the possibility of including Classified Staff as a formal part of the Program Review Process

Approved March 14, 2018