



FOOTHILL COLLEGE

## Professional Development Committee Meeting

### MINUTES

**Date:** 01/27/15

**Time:** 12:00 p.m. – 1:00 p.m.

**Location:** Altos Room (2019)

### Attending

Jeff Anderson, Carolyn Holcroft, Akemi Ishikawa, Nicole Ramsey, Paula Schales, Karen Smith, Ben Stefoni

### Agenda Items

1. Approval of minutes
2. Announcements
3. Winter professional development day wrap-up
4. Reflective writing project update
5. Spring quarter Professional Development day
6. Promoting events this quarter
7. New-hire/Part-time PD training
8. Odds and ends?

### Discussion Detail

1. Approval of minutes  
([http://www.foothill.edu/staff/development/pdf/2014\\_12\\_4\\_minutes.pdf](http://www.foothill.edu/staff/development/pdf/2014_12_4_minutes.pdf))  
Karen Smith moved to approve the minutes from December 4, 2014. Ben Stefoni seconded that motion. The committee then unanimously voted for approval of the meeting minutes. (See above for full attendance.)
2. Announcements  
Because there are no longer orientation sessions available for classified staff, a proposal to offer an ongoing series for campus employees to learn about the services available to students, where they are located, who works in which department, etc. was made. It was suggested that the coordinators for student services student learning outcomes be contacted for guidance and recommendations on how to organize this effort.
3. Winter professional development day wrap-up
  - a. The winter professional development day was a huge success. Karen Smith was congratulated on a job well done for her presentation and for facilitating the student panel session. It was agreed that the committee

would put thoughtful effort into incorporating students' perspectives into future PD Day events.

- b. Karen Smith will send thank you messages to the student panel participants.
  - c. Ben Stefoni has already sent thank you messages to both guest speakers.
  - d. Based on the success of PD day, the committee was asked whether they thought the college would benefit from partnering with Noel-Levitz a higher education consulting firm currently based in Colorado and Iowa. It was observed that although keynote speaker Brenda Williams, Senior Associate Consultant with Noel-Levitz, brought a fresh external perspective, some felt it was somewhat removed and disconnected from issues specific to California. It was stated that the Student Success Act is retention and that the college needs to move forward in support of the Student Success and Support Program (3SP) advisory council to accomplish its retention goals.
  - e. It was noted that Racheal Beattie's session was successful in raising awareness among the faculty regarding productive persistence.
  - f. The classified staff forum shed light on feelings of disconnectedness throughout the campus by staff. (See #2 Announcements.)
4. Reflective writing project update  
(<http://www.foothill.edu/staff/development/reflectivewriting.php>)
- a. There are 29 participants in the reflective writing project. It was shared that Todd Conaway of Yavapai College, originator of the reflective writing project upon which Foothill College's project is based, was impressed with Foothill's 29 participants and congratulated PDC on a job well done.
  - b. It was observed that because there are so many great posts, it is difficult to keep up with reading all of them.
  - c. PDC would like to continue promotion of this project. Ben Stefoni will email the bloggers to encourage them to check out each other's posts.
  - d. Moving forward to make the project site more dynamic and to get more readers:
    - Ben Stefoni will send out a request for participants' photos/avatars
    - Ben Stefoni will send out a request for participants' disciplines
    - Paula Schales will check for titles of posts
    - Paula Schales will update the web page with the above bulleted information
5. Spring quarter Professional Development day
- a. The Student Equity Workgroup (SEW) has confirmed their 2-day diversity event will take place week 3 of spring quarter on Thursday, April 23 and Friday, April 24. Therefore PDC deliberated whether to hold a Professional Development Day in the spring. It was decided that a smaller 2-hour event would be held later in the quarter so as not to distract

from/compete with SEW's event. SEW will be coordinating their 2-day event independent of PDC, although PDC will lend support if needed.

- b. Faculty member Hilda Fernandez, SEW Tri-Chair, will facilitate the "Student Symposium: student perspective on achievement gap" on March 11 here at Foothill College and she and her students will also be participating in the Association of American Colleges & Universities' "2015 Diversity, Learning, and Student Success" conference, March 26-28 in San Diego. As a follow-up to these two events, it was proposed that the PDC event for spring focus on student voice/student activism. Students will present what they learned from the symposium and the conference, and faculty will learn how to integrate and build student activism into their courses.

6. Promoting events this quarter

- a. It was proposed that on the 2-hour PD event day for spring the topic of student voice/student activism be paired with another, to draw attendees who might be more drawn to one topic but then in turn will be exposed to the other. Integrating climate change into faculty curriculum was the suggested pairing for the spring event, but after some discussion and with examples shared by mathematics faculty member Jeff Anderson, it was decided the topic of climate change should have its own dedicated PD event day. Earth Day was considered, but Wednesday, April 22 would be too close to the SEW 2-day diversity event. PDC members were asked to think about alternative dates for a climate change event between now and the next meeting.
- b. An online teaching event was suggested for fall quarter. There will be more discussion in future meetings.

7. New-hire/Part-time PD training

There are currently orientation sessions offered each quarter for newly hired adjunct faculty. The next orientation is scheduled for March 30 from 12-4pm. New PT faculty who may have missed the orientation sessions offered in fall and winter are welcome to join the spring session.

8. Odds and ends?

- a. PDC was asked to consider its potential role in diversity workshops and global warming issues.
- b. Thinking ahead, PDC members were asked to brainstorm ideas for opening day, which will be addressed towards the end of the quarter.