



FOOTHILL COLLEGE
Professional Development Committee Meeting

MINUTES

Date: 11/6/14 **Time:** 1:00 p.m. – 2:00 p.m. **Location:** Altos Room (2019)

Attending

Judy Baker, Kathleen Duncan, Carolyn Holcroft, Paula Schales, Karen Smith, Ben Stefonik, Nicole Ramsey, Patti Chan

Agenda Items

- 1) **Approval of minutes** – Karen Smith moved to approve the minutes from October 17, 2014. Ben Stefonik seconded. The committee unanimously voted for approval of the meeting minutes. (See above for full attendance.)
- 2) **Announcements**
 - a) New funding has been approved for refreshments for PD events; a suggestion was made to send a Thank You note for the new funding.
 - b) Paula Schales presented a new idea to have introductory videos via YouTube for instructors' use as they feel comfortable. Users may also post videos to the Foothill Online Learning YouTube channel (FOL) channel. Paula will provide DIY instructions and will teach people how to insert information on video instructions.
- 3) **Reflective writing project update & Action Items (Ben & Carolyn)**
 - a) **Updates from last meeting**

An email re: WordPress was sent to Valerie Fong with a deadline of November 17, 2014.
 - b) **Flyer for marketing**

The time around November 17th is noted as a good time to start advertising. It was advised and agreed upon that Kimberlee Messina should be consulted for sign-off on the marketing plans. A suggestion is also made to have Andrea Hanstein send an email out to Faculty and to have the Deans follow-up with emails as well. Judy Baker will then circulate these through the other distribution channels.
 - c) **Dates for advertising**

The target date to get the prizes set up is November 17, 2014.
 - d) **Prizes and goodies?**

A question was posed in this email regarding prizes for signing up, with possible prize ideas for Week 1 and subsequent weeks. Other ideas generated today included prizes periodically being given out for weeks 1, 4, as well as a Grand Prize. Gift certificates also could be offered by KJ's and this plus two other prizes for the beginning, middle and end.
- 4) **PD Day in 2015 Winter Quarter**

Detailed instructions were discussed about signing up for the event. PD Day date was confirmed for January 16th. A "Save the Date" invitation will be sent to entire campus. A draft of PD Day

agenda will be sent out to the entire group, with Ben's vision for the day to be included in the draft, as written by Ben. Ben will follow up with Rachael to see if she's available for January 16th.

a) Keynote: Racheal Beattie from Carnegie

Rachael Beattie, Ph.D. is the Director of Productive Persistence at the Carnegie Foundation for the Advancement of Teaching. Rachael will discuss the belonging ideas, in relation to Carnegie ideas and she will come with actions that faculty will take. Ben emailed Elizabeth Barkley and Pass the Torch about participating.

b) Roundtable/panel of classified staff

Regarding retention discussions at Foothill, links have been sent out and strategies are being considered for momentum gathered on this topic from the College. Ben Stefonik commented that creating community is important for retention. Karen Smith expressed concern about this project becoming a "bandwagon", and so a suggestion is made to have "Things We Hear" from Classified Staff, as these Staff members might have information and access to student stories that faculty or other Staff members aren't receiving from students.

The group discussed whether or not there are gaps in retaining students and if "hard luck stories" are effective as well as whether a roundtable or panel discussion of students is advised, to review the troubles and roadblocks that students experience. Questions were also raised about why students drop classes, and if it's possible to find out from them who they want the panel members to be. We also discussed how to determine selection processes for panel members and whether these decisions are student, Staff or faculty driven.

Judy suggested having staff and/or faculty members who are former students at Foothill College serve on a panel. Other suggestions were made about the staff perspective on what they hear differently from students vs. what the Administrators hear. The panel's purpose is to have it as a panel discussion for staff, not specifically for the students themselves. Stories from staff on how their efforts have been effective in retention could be helpful. A suggestion was made to have staff efforts translated into "Here's what you can do", or "What could we do" for students' concerns when they are in jeopardy of failure. A comment was made that there is value in staff members' perspectives on student retention vs. views that Instructors have.

5) Academic Integrity Committee Panel Presentation

A panel of four instructors will give short presentations about how they promote academic integrity in the classroom.

6) PD Day in 2015 Spring Quarter

- a) PD day geared towards Classified Staff (Karen Smith)
- b) Sabbatical Showcases: Invite faculty who are currently on sabbatical to conduct brown bag sessions about their sabbatical projects

Meeting Adjourned.