



FOOTHILL COLLEGE
Professional Development Committee Meeting

MINUTES

Date: 2/17/15 **Time:** 12:00-1:00 p.m. **Location:** Room 3404

Attending

Jeff Anderson, Judy Baker, Carolyn Holcroft, Nicole Ramsey, Karen Smith, Ben Stefonik,

Agenda Items

Agenda

1. Approval of Minutes
2. Announcements
3. Reflective writing project update
 - a. Coordination for follow-through
 - b. Feedback survey
 - c. Improvements for next time
 - i. Dedicate a teacher?
 - d. Anything else?
4. Establish our role in promoting/helping with the courageous conversations conference April 23,24
5. Student Voice event
6. Do we want to pursue a climate change event for spring quarter or fall quarter?
7. Opening Day
 - a. What is the order of operations? Contact Judy Miner first? Or brainstorm ideas first?
8. Odds and ends?

Discussion Detail

1. Approval of Minutes
Ben Stefonik moved to approve the minutes from January 27, 2015. Karen Smith seconded that motion. The committee then unanimously voted for approval of the meeting minutes.
2. Announcements
 - a. The [3CSN Conference](http://3csn.org/201415events/) flyer was distributed, see link for details:
3. Reflective writing project update
 - a. Coordination for follow-through

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<http://foothill.edu/staff/development/PDC.php>

There were 28 people who were able to follow through with their blogs for the project. It was suggested that some Administrative acknowledgment would be helpful about the Reflective Writing contributions by Foothill College Staff and Faculty.

- i. It was mentioned that some promotion of the Reflective Writing might be mentioned to the Academic Senate with a positive effect on enhancing SLO's and self-reflection in a new format.
 1. The richness of this method of self-reflection was noted as less data-specific than other methods, and more enjoyable to read.
 2. There may be opportunities to showcase this to other schools and faculty representatives at upcoming statewide events.
 - ii. The debriefing meeting and potluck luncheon for the Reflective Writing Project will be held on Friday March 6th from 12:00-1:30 pm in the Altos Room. An email will be sent out with this information to the project participants.
- b. Feedback survey
- i. Ben has drafted a Reflective Writing feedback survey and it will be posted at his Qualtrics account.
 - ii. A request will be made to the FHOL staff (Paula Schales) to compile a summary of the blogs and of the comments made by their readers.
 - iii. The survey will include a request for suggestions for next time, Winter Professional Development Day, 2016.
- c. Improvements for next time
- i. Dedicate a reader?
 1. It was discussed that both a blog reader and a dedicated PR person might be helpful for the next iteration of the project. There were also comments that the blog might become more readable in various ways.
 2. A Foothill College administrator will be invited to the follow-up potluck meeting. A suggestion was made to include expanding the invitation to two VP administrators at Foothill, particularly to someone who has been reading the blogs regularly.
- d. Anything else?
- i. It was confirmed for the March 6th Reflective Writing potluck meeting, that an email invitation would go out to the project participants.
4. Establish our role in promoting/helping with the Courageous Conversations Conference April 23,24
- a. It was observed that the role for PDC could be promotion, as it seems to be a natural role for the committee. The event is limited to 80 people and money has been earmarked for this event.
 - b. The stronger campus leaders who are actively involved in campus change are preferred as priority participants for this first meeting of the Courageous Conversations Conference.

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- c. The upper administration at Foothill is requested for attendance and President Miner has been taken into extra consideration with scheduling according to her availability to attend.
- d. The Board of Trustees is also requested for attendance; specifically that 1 or 2 Board members would be very helpful for participation in this introductory seminar of the conference series.
- e. The Equity Committee has a preliminary draft of the first invitation list for the event. After the first round of 80 invitations have been sent and have been accepted or declined, further openings will be determined by the number of remaining spots.
- f. The title for the first introductory seminar of the Courageous Conversations Conference will be "Beyond Diversity". The group who is presenting the seminar is also going to many other universities and they initially asked for only 50 people to participate at Foothill for an intimate group to begin the seminars.
- g. It is requested that some messaging help be provided at Foothill in advance of the event, to help explain the nature of the seminar and conference.

5. Student Voice event

- a. The Foothill English department's "Pathways to Success" program is providing opportunities that increase student success in the English program. The previous series of English classes for certain students who need pre-college level coursework has been consolidated into the 1S/1T 242A/B processes where students can complete the required English studies and present a portfolio at the end of their work as a final exam assessment. This student portfolio is presented in the form of a museum installation.
- b. The Student Voice Symposium is currently scheduled this term for March 11th and is being presented by Susie Huerta and Hilda Fernandez to discuss the following topics:
 - Growth Mindset
 - Group Collaboration
 - Compassionate Spaces + Support Services
 - Organic Learning + Visualizations
 - Poetry Readings
 - Student Videos: College Challenges + Achievements + Goals
- c. The presenters have been asked about putting the symposium on the current Winter 2015 PD Calendar to help with promotion.
- d. Further presentation of the Student Voice Symposium on the Spring PD calendar has been offered to the presenters but not yet confirmed.
- e. **UPDATE (post-meeting) on 3-9-15:
Registration for this symposium is currently available online through the PD Calendar.

6. Do we want to pursue a climate change event for spring quarter or fall quarter?
Discussion on this topic was tabled.

7. Questions about CANVAS:

- a. Information was requested about faculty training for CANVAS, but it was explained that OEI does not yet know when they will be starting the OEI Course

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Exchange classes. There are also issues to be explored about who will provide training for CANVAS and it is noted as imperative that the courses offered through the new LMS are both accessible and pedagogically compatible, particularly where previous classes offered through Etudes were not compatible in these areas.

- b. It was suggested that the choice of a new LMS should be driven by faculty and a recommendation by the Academic Senate. A key factor in this is the cost of CANVAS vs Etudes. There is an annual cost for the existing Etudes system of \$129,000, but CANVAS will be offered to Foothill for free initially for the first year.
 - c. It was then proposed that PDC assist in getting support from the Senate so that course shells may be available by Fall. Ongoing questions remain about whether or not OEI can negotiate and commit to anything on this in the immediate future.
 - d. Foothill faculty and administrators are exploring options on whether they want to base their actions and decisions exclusively on OEI's vendor decisions vs what may differ for Foothill College in campus-specific needs for the new CMS.
 - e. Foothill college faculty are advised to maintain awareness of the options as "critical consumers" of the products and services being discussed with OEI and CANVAS.
 - f. The group discussed whether or not Foothill would want to do its own separate on-campus series of training sessions, while waiting for OEI's ultimate decisions.
 - g. The upcoming OEI Town Hall meeting will review many of these concerns.
 - h. An extensive FAQ has been developed about CANVAS and OEI issues, please contact Judy Baker for details.
 - i. Questions were raised about whether the Fall 2015 Opening Day event would be appropriate for a CANVAS demo or workshop. Further discussion on this was tabled until more review has been completed.
8. Dr. Karl Knopf has offered to provide PD training workshops for staff during the Spring 2015 term. Discussions are needed with Melanie Hale and/or Naomi Kitajima on this topic before going forward with Dr. Knopf in scheduling PD workshops. One question was posed about college credit needs exploration, as it relates to Lifelong Learning courses.
9. Opening Day
- a. What is the order of operations? Contact Judy Miner first? Or brainstorm ideas first?
 - i. An inquiry will be sent out to President Miner and to Kimberlee Messina to see what preliminary planning has been done so far for Fall 2015 Opening Day.
 - ii. Information was requested on what PDC can provide for preliminary meetings about Opening Day, so that coordinated planning between administrators and PDC can meet all of the needs of all committee and administrative agendas concerned.
 - iii. Ben will draft some ideas on this prior to the next PD meeting to look at ways to make the Opening Day planning process more effectively coordinated with PD than it has been in previous years.

10. Odds and ends?

- a. Karen has an upcoming workshop with Thom Shepard, within the 5-part series of "Reaping the Benefit of Information Sharing" workshops presented by Denise Swett. Attendance and support is requested at workshops in the series.
- b. The meeting was adjourned.