



FOOTHILL COLLEGE
Professional Development Committee Meeting

MINUTES

Date: 06/06/16

Time: 12:00 p.m. – 1:00 p.m.

Location: Altos Room (2019)

Attending

Jeff Anderson, Judy Baker, Heather Garcia, Kelaiah Harris, Carolyn Holcroft, Tiffany Rideaux, Paula Schales, Karen Smith, Benjamin Stefonik, Jennifer Sinclair

Discussion Items

1. Announcements
2. Approval of draft minutes
3. Jeff Anderson Faculty Chair for 2016-2017
4. Opening Day update
5. Fall Quarter PD Day
6. Classified Staff PD opportunities for Fall/Winter 2016-2017
7. Leadership Training- *POSTPONED*
8. Assessment for implementing PD ideas- *POSTPONED*

Discussion Detail

1. Announcements
 - a. Early summer session begins June 6th to July 17th.
 - b. The Bacon food truck is located on campus today
 - c. Foothill hosts its very first Human Library which allows people to share and learn from each other's diverse experiences.
2. Approval of draft minutes
The meeting minutes from May 16, 2016 were unanimously approved.
3. Jeff Anderson Faculty Chair for 2016-2017
 - a. Ben Stefonik, current faculty tri-chair for PDC, will be on sabbatical next year and Jeff Anderson will be the new Faculty Chair for 2016-2017 academic year.
 - b. The committee discussed the current responsibilities of the Faculty Chair which includes initiating and finalizing the monthly agenda, scheduling meetings for each quarter, following appropriate policies and procedures to represent Faculty development needs and interests, and possibly coordinating with keynote speakers. The agenda will need to be sent to Judy Baker and posted at least 48 hours before the scheduled meeting. General operations such as email blasts, payments for keynote speakers, etc. will be taken care of by staff.
 - c. Jeff shared his ideas to update the PD website for easier navigation and readability, complete a working draft of the Professional Development Plan by winter quarter, market internally and externally for PD events, and create a master list of PD events to

- aid with surveys, and staff and faculty interest. These ideas will be further discussed in following meetings.
- d. As of now, the website allows for people to submit ideas for events. In winter quarter the website will be moving to a new design.
 - e. The committee recognizes that the operations, delegations, and process of professional development could change as a result of hiring the Director of Equity programs.
4. Opening Day update
- a. Ben previously discussed with incoming President Thuy Nguyen the possibility of Kimberly Papillion as the keynote speaker however; Kimberly is not available for Opening Day. The committee will continue looking for a keynote speaker and workshops for opening day.
 - b. Jennifer Sinclair shared the importance of promoting a shared experience for Opening Day. The lack of shared learning experience on campus results in fragmentation and loss of connection for faculty and staff. It is important for the keynote speaker to be able to connect to all levels and positions on campus whether staff or faculty. She suggested bringing a speaker for cultural competence for a general and overall presentation that can relate to everyone. Brad Phillips, from Institute for Evidence-Based Change, was recommended as a possible keynote speaker or a workshop. The afternoon sessions can be breakout sessions based on topics addressed during the presentation. Jennifer will reach out to him for his availability.
 - c. There was a suggestion for sexual harassment training as a workshop, but the PD committee cannot officially create this workshop. The appropriate people must create and facilitate the workshop. They did agree that a sexual harassment workshop would be a good idea for the district opening day.
 - d. More suggestions for workshops included a workshop on common assessment, accreditation & self-study, LGBT community, and a canvas update.
 - e. Ben will reach out to those who have expressed interest in these ideas to confirm the workshops.
 - f. The current outline for Opening day is as follows: 1) keynote speaker 2) breakout sessions 3) everyone will return to Smithwick Theater for debrief 4) back to break out sessions
 - g. The committee discussed potentially mixing groups by randomly assigning people.
 - h. Facilitators will need to be assigned for breakout sessions.
 - i. Karen Smith will take a poll of the Classified Senate interest in workshops for Opening Day. Karen mentioned that the staff are interested in how their roles relate to equity and student success. Additional breakout sessions for staff are the structures for planning and resource allocation, and how they can become more involved. Karen will collect feedback from staff including keynote speaker ideas, and share with the committee.
 - j. Judy will talk to Kimberlee Messina for her ideas on workshops.
 - k. In the future, Carolyn Holcroft plans to work with President Thuy Nguyen on leadership development at all levels for faculty and staff.
 - l. If committee members have further suggestions for keynote speaker ideas please email Ben by Friday, June 10th at 5pm.
5. Fall Quarter PD day
- a. PD day for Fall 2016 is on October 7th. Tiffany Rideaux confirmed 6 panelists for the breakout session: Patrick Morriss, Bill Ziegenhorn, Nicolae Muntean, Teresa Ong, Karen Erickson, and Allison Largent. There was a request to have the panel session during lunch; the committee will further discuss the time of this breakout session. The bike Safety session was also confirmed by Jeff.
 - b. Jeff reached out to a potential facilitator from Stanford Engineering for a workshop on mindfulness, but has yet to receive a response.
 - c. Paula suggested a video or ted talk on biomimicry to bring awareness to nature and the environment as the last workshop. The committee agreed.
 - d. Judy will need titles and descriptions of all workshops that will be presented for fall PD day.

6. Classified Staff PD opportunities for Fall/Winter quarter 2016-2017
 - a. Karen Smith confirmed that Mary Kay Englen offered a workshop on the 6 indicators for student success for fall quarter. The workshop will focus on "treating students how we treat each other." This event will be catered and consists of a two-hour workshop. Supervisors are encouraged to get involve and release staff to attend this event.
 - b. There is a computer program workshop offered through Lynda.com every Thursday for two-hours. Staff and faculty are welcomed to attend and bring suggestions on programs/softwarees they would like to see for training. Karen noted that excel was a popular choice for training. Training will take place during summer in the computer classroom.
 - c. There will also be an Omni update training scheduled to begin in the fall.