



FOOTHILL COLLEGE

Professional Development Committee Meeting

MINUTES

Date: January 18, 2018

Time: 12:15-1:15PM

Location: Library Conference Room

Attending

Paula Schales, Judy Baker, Carolyn Holcroft, Patti Chan, Heather Garcia

Absent: Jeff Anderson, Ben Stefonik, Mona Rawal

Discussion Items

Winter PD Day Planning

Defining Professional Development

Professional Development Webpage Redesign Update

Announcements

Discussion Detail

Review/approve minutes from December meeting – minutes approved (Baker abstained, absent from last meeting)

- Update/continue [Winter PD planning](#) (Friday, January 26, 9A-3:15P)
 - Thuy Nguyen will give brief welcome at 9AM for the Service Learning workshop.
 - Only 24 registrants to date
 - Holcroft put a hard copy of the flyer in every employee mailbox
 - Judy B to ask deans to help promote
 - Carolyn to announce in Academic Senate, will ask Erin Ortiz to help distribute to classified staff
 - Holcroft will book Hearthside Room for the video workshop
- Defining "Professional Development" at Foothill - Anderson (Please review revised "What is Professional Development" document)
 - Group reviewed document. Clarified that intent at this point is to provide historical context and highlight lack of consistency in definition of "professional development."
 - Heather will bring to Classified Senate, Carolyn to Academic Senate (hopefully 1/22), Judy will ask admins. Feedback by next meeting.
- PD webpage (re)design
 - FH Online Learning will continue to maintain their pages
 - Holcroft maintaining Office of Equity an PD web pages
- Announcements - all

Judy Baker announced the workshop: Service Learning in Online and Hybrid Courses – Thursday February 1 from 3-4PM. Hearthside Lounge booked. Holcroft to post to PD Calendar.

Agendas and minutes will be archived online through the Professional Development Committee at <http://www.foothill.edu/staff/development/PDC.php>

Future agenda items:

Spring PD Day planning next meeting

- PD marketing plan and strategies for coordination of PD events across campus
- Recruiting new PDC membership
- 2018 College Opening Day PD planning
- PD Plan

Draft