



FOOTHILL COLLEGE
Professional Development Committee Meeting

MINUTES

Date: 2/13/17 **Time:** 12:00 p.m. – 1:00 p.m. **Location:** Library Room (3533)

Attending

Jeff Anderson, Judy Baker, Kelaiah Harris, Karen Smith, Heather Garcia, Elaine Kuo, Paula Schales, Kathleen Duncan

Discussion Items

1. Welcome and introductions
2. Approval of March minutes (see attached or <https://foothill.edu/staff/development/PDC.php>)
3. Announcements
4. Brief updates
 - a. Equity Program Positions
 - b. Peer to Peer
5. Debrief of Spring PD Day
 - o Pay for Facilities staff to set up tables for PD events
6. Annual staff and faculty survey about PD needs
7. Need to recruit additional members to the PDC
8. Role of PDC in Fall Opening Day
9. May PD Newsletter
10. Status of PD Plan
 - o PD Plan development: Goals, objectives, initiatives, action steps, timeline
 - o Include LINC and KCI offerings?

Discussion Detail

1. Welcome and introductions
2. Approval of March minutes (see attached or <https://foothill.edu/staff/development/PDC.php>)
 - a. Meeting minutes were approved by consensus
3. **Announcements**
 - a. The posting for the Non-Instructional Faculty Professional Development Coordinator will close on June 1st. The position may have some capacity for staff development.
 - b. Some discussion occurred regarding the hiring committee and the absence the PDC representation. There was lack of clarity regarding the search committee responsibilities and time commitment despite outreach from the Office of Instruction & Institutional Research.
4. **Brief updates**
 - a. Equity Program Positions
 - i. Ideally, the Non-Instructional Faculty Professional Development Coordinator would support both faculty and staff professional development activities.
 - ii. This position would report to the Dean, Equity Programs, and participate in the PDC.
 - iii. Once the position is hired, the PDC can invite the Non-Instructional Faculty Professional Development Coordinator to the PDC meetings to get buy-in.
 - iv. This position would also assume some of the administrative components for the PDC with the primary charge to implement the aspects of professional development with an equity lens as written in the SEP.
 - b. Peer to Peer
 - i. Consider revisiting the PD Newsletter for advertisement and determine how many people are utilizing it. Perhaps poll the faculty in BSS.
 - ii. So far, there are 18 people signed up for the peer-to-peer exchange, and due to the low interest, Ben Stefonik is considering not offering the activity next year.
5. Debrief of Spring PD Day
 - a. There was a low turnout for the event.
 - i. The low turnout could have been due to competing events such as other conferences and the March for Science in Washington, D.C.
 - ii. Overall the event went well.
 - b. Pay for Facilities staff to set up tables for PD events
 - i. Going forward the PDC will request and pay from the PD budget for

Facilities to setup tables for PD events.

- c. People seemed to like the food and refreshments; however, some challenges occurred with the lunch. There was no one to oversee the lunches and some of them were taken off the table. The PDC considered having shifts to watch the lunches or renting a space such as the Hearthside Lounge for lunch.
6. Annual staff and faculty survey about PD needs
 - a. Judy Baker would like to issue a PD survey to staff and faculty and administer it in time for the self-study Accreditation report.
 - b. The PDC members can review the faculty and staff survey and recommend changes to Judy as they see fit.
 - c. Once members have sent in their recommendations and the survey is updated, Judy will administer the survey in the spring.
 - d. All members are encouraged to provide feedback by May 5th.
7. Need to recruit additional members to the PDC
 - a. The PDC is looking to recruit more members. Each member is encouraged to recruit at least one person to participate in PDC.
8. Role of PDC in Fall Opening Day
 - a. In preparation of Fall Opening Day, the committee discussed the logistics of the event.
 - b. If Thuy Nguyen would like to have a keynote speaker, the PDC recommends that she begin planning for the speaker some months in advance.
 - c. There was a suggestion for the PDC to send Thuy an email reminder with suggestions regarding the operations (themes, scheduling, workshops, etc.) of Opening Day.
 - d. There was another suggestion to recommend Thuy develop a committee to assist and support with tasks and responsibilities as the PDC does not have the capacity to facilitate Opening Day.
 - e. The PDC will draft an email and upon consensus will send it to Thuy.
9. **May PD Newsletter**
 - a. Discussion tabled.
10. Status of PD Plan
 - a. PD Plan development: Goals, objectives, initiatives, action steps, timeline
Include LINC, KCI, Lynda.com offerings?
 - i. The PD plan will provide guiding principles for the PDC and the college, and support facilitation of the PDC.
 - ii. Some faculty have expressed that professional development is

fragmented around campus, thus the PD plan would support professional development at the college and guide the PDC efforts.

- iii. The governance structure and equal representation of staff, faculty, and administration is beneficial in developing the PD plan. There has been some discussion that the governance structure may be reviewed as identified in one of the Quality Focused Essays in the accreditation self-study.
- iv. The PDC agreed that the plan is valuable to the college. As of now, the PDC has written 12 pages of the draft plan.
- v. To proceed with the writing of the plan, each member will need to dedicate time to review the draft and provide feedback and edits.
- vi. It was decided that each member would review the Goals, Services, and Responsibilities for Governance and provide feedback at the next PDC meeting.