



FOOTHILL COLLEGE

## Professional Development Committee Meeting

### MINUTES

**Date:** 04/28/15

**Time:** 12:00 p.m. – 1:00 p.m.

**Location:** Altos Room (2019)

### Attending

Jeff Anderson, Patti Chan, Kathleen Duncan, Carolyn Holcroft, Nicole Ramsey, Karen Smith, Ben Stefonik

### Agenda Items

1. Approval of minutes
2. Announcement about hiring permanent Tech Training Specialist
3. Discussion of Opening Day PD planning on topic of SLOs and equity
4. Development of a Professional Development Plan

### Discussion Detail

1. **Approval of minutes**
  - a. Approved, February and March
2. **Announcement about hiring permanent Tech Training Specialist**
  - a. The new Tech Trainer for FHOL has been hired and starts work in May.
  - b. Several Professional Development workshops are coming up in May and June including:
    - Etudes Essentials → May 14<sup>th</sup>
    - Title IX Best Practices: Case Studies in Sexual Misconduct and Harassment Accessibility Compliance Basics → June 3<sup>rd</sup>
    - Professional Development Leave Workshop 2015 → June 5<sup>th</sup>
    - Title IX Best Practices: Case Studies in Stalking and Intimate Partner Violence → June 9<sup>th</sup>
3. **Discussion of Opening Day PD planning on topic of SLOs and equity**
  - a. In discussions with President Miner, the priorities for Opening Day were reviewed and Equity was re-affirmed as a top objective for planning and shaping the theme. SLO's are not as critical to incorporate into the event theme.
  - b. PDC has been approved to proceed with organizing speakers for Opening Day.

- c. It has been agreed that the Equity committee will be invited to meet with the PDC so that they can coordinate more effectively on what elements of Equity are to be included for Opening Day.
- d. A suggestion was made to integrate the EMP (Educational Master Plan) into the planning for Opening Day.
- e. The District will also be discussing Equity and SLO's for their Opening Day, so PDC members studied ways to differentiate the event for Foothill from the District event with other Equity elements and emphasis involved in the theme.
- f. Another content suggestion for Opening Day was to look at Program Reviews in terms of Equity and find out if some reviews that have been done well could be used to teach other divisions about how Equity relates to these processes.
- g. Strategies were explored on how to make Equity relevant to different academic programs, with examples of applications in Biology and Psychology.
- h. For the Fall Professional Development Day, it was agreed to schedule it during the third week of the term so that there is space in between Opening Day and the PD event.
- i. The workshop schedule of Opening Day was reviewed and members compared different years' events where one vs. two rounds of workshops was offered.
- j. It was discussed that disabilities could be integrated into the Equity theme as well, with accommodations such as additional testing time shared with Opening Day participants as an Equity application.

#### **4. Development of a Professional Development Plan**

- a. The group discussed how to produce a plan that will relate to financial issues of PDC funding, but also have a vision, mission and objectives that are accountable to the purposes of Professional Development in supporting the faculty and staff at Foothill College.
- b. A previous draft written by one of the members will be shared and considered as a basis for the Plan that has been requested by Foothill administrators and by the State of California.
- c. The State has not given a specific template, so members agreed to design it specifically to the needs of PD at Foothill and to the agenda of the PDC in providing events as learning and growth opportunities for the employees.
- d. Members shared examples of Professional Development plans from other schools and these will be reviewed further as the group drafts its own plan for Foothill College.
- e. MEETING ADJOURNED.