



FOOTHILL COLLEGE

Professional Development Committee Meeting

MINUTES

Date: 05/01/14

Time: 2:30 p.m. - 3:30 p.m.

Location: 3204

Attending

Judy Baker, Patti Chan, Maureen Chenoweth, Valerie Fong, Hilary Gomes, Carolyn Holcroft, Akemi Ishikawa, Paula Schales, Ben Stefonik

Agenda Items

1. Announcements
2. Approval of minutes: From March meeting
3. Legislative update - PD legislation introduced at Higher Ed Committee (Maureen)
4. Debrief April 18 PD day
5. Opening day planning follow-up from PDC + AIC meeting
6. Reflective Writing Project: next steps
7. Planning for 2014-15 PD days
8. PD for Part-time Faculty: Coordination with Pat Hyland and division deans about on-boarding for PT faculty
9. Sabbatical Showcases: Invite faculty who are currently on sabbatical to conduct brown bag sessions about their sabbatical projects

Discussion Detail

1. Announcements
 - a. Introductions
Professional Development Committee (PDC) members went around the room and introduced themselves.
 - b. Introduction of new temporary Tech Trainer, Paula Schales
Paula Schales was introduced as the temporary Technology Trainer who will fill in for Nas Ouliaei while she is out on medical leave. Paula will most likely be here through August 14. She was a senior systems engineer and with her background in web design, she will be working on improving the FGA website and making it more user friendly. Since there are not many training workshops offered during the summer while faculty are away, Paula will be providing more one-on-one sessions instead.
2. Approval of minutes: From March meeting

Carolyn Holcroft moved to approve the Professional Development Committee meeting minutes from March 11, 2014. Maureen Chenoweth seconded that motion. The committee then unanimously voted for approval of the meeting minutes. (See above for full attendance.)

3. Legislative update - PD legislation introduced at Higher Ed Committee (Maureen)
 - a. Maureen Chenoweth shared handouts with an update on Statewide Professional Development/Flexible Calendar program legislation as presented by LeBaron Woodyard, Dean of Academic Affairs, Chancellor's Office, California Community Colleges. She informed the group that the introduction of the bill was made, but it has yet to be approved by the whole assembly. Overall, the presentation was a success, and there was bilateral support with no opposition. It was emphasized how important this bill would be for Classified Staff and Administrators to be included in Title 5. The bill will most likely pass in the spring, with the Chancellor signing in the spring. Then work on Title 5 changes could begin, depending on funds allocated. The first budget did not allocate funds to this bill, but the May revise should reflect a change. The Chancellor would like local districts and colleges to shape and control their own professional development programs to give them real meaning and for a lasting, genuine impact. Support from the Academic Senate was acknowledged and appreciated, and the Chancellor's Office expressed their gratitude to all who attended and gave support.
 - b. The Flex Coordinator for Foothill College is Kimberlee Messina.
4. Debrief April 18 PD day
 - a. All who helped make the April 18 Professional Development Day a success were acknowledged and thanked
 - b. There was a 28 % response rate to the feedback surveys
 - c. Feedback survey results were only shared with PDC, the Equity Committee and presenters, but will be shared with everyone
 - d. Lessons learned:
 - Check the technology
 - Ask the speakers and presenters exactly what they might need
 - Send in a work request for ETS to check the rooms for function prior to the event
 - The event was very well attended and no paper flyers were made (Judy Miner sent the email message and drew support from administrators)
 - Have the debrief closer to the event when it is still fresh in everyone's memory
 - e. Vice President Denise Swett provided lunch via her Foundation account; Ben Stefoni will send a thank you to Denise

- f. The stipend for keynote speaker Estela Bensimon will be paid out of the Faculty/Staff account; Ben Stefonik has already sent a thank you to Estela Bensimon and to the other presenters
5. Opening day planning follow-up from PDC + AIC meeting
 - a. Although the Professional Development Committee and the Academic Integrity Committee had scheduled a joint meeting with President Judy Miner to present the theme of integrity as the intended focus for Foothill College Opening Day in the fall, President Miner expressed how impressed she was with the April 18 Professional Development Day focus on equity, that she would like to continue and carry over the equity theme on to Opening Day. There was some confusion as to whether the President's Office was now taking responsibility for working directly with the Equity Committee, but after some discussion it was determined that PDC is expected to work together with the Equity Committee and the President's Office to plan Opening Day. Concern was expressed for the shortened timeframe for planning due to the shift in focus, but the committee ultimately felt reassured that between PDC's and the Equity Committee's list of alternate speakers from the April 18 PDD, a speaker would be found for Opening Day in a timely manner.
 - b. The committee then discussed ways to expedite planning around everyone's busy schedules. For now, Erica Onugha will be contacted, and plans will be communicated to the rest of the committees via email.
 - c. Maureen Chenoweth expressed concern for the declining number of staff attending Opening Day because of understaffing and their inability to leave work to attend. It was also expressed that this is a common experience among colleges statewide and is not only affecting FHDA. Committee members suggested that Maureen try to offer or recommend solutions to this problem before approaching President Miner with her concern.
 - d. PDC discussed the possibility of video recording Opening Day for those who are unable to attend. The speaker would need to agree to the recording and the logistics would need to be addressed. In the past, the number of people who actually watch a video recording of such an event is very low; there is a lot effort for little return when trying to coordinate the video recording of an event. It was suggested that Pat Hyland could play the video during her PT Faculty workshop. It was also suggested that some type of incentive, for example, professional development credit, be given to encourage people to watch.
 - e. Possible areas of focus for equity were discussed: achievement gap for basic skills, integrating dialog on integrity, tying into other institutional outcomes, general ed and how offering technical training programs and certificate programs can influence the mindset of how faculty see their roles (discipline expert versus general ed expert), socio-economic, gender, and aspects other than those addressed by Estela Bensimon (race and ethnicity).

6. Reflective Writing Project: next steps

Vice President Kimberlee Messina offered the following choices when PDC members met with her to discuss the Reflective Writing Project:

- If the project was to be tied to Foothill College, the posts would need to be monitored/policed for participants to receive PD credit.
- If the project was not monitored/policed, the project could have no ties to the college and no PD credit would be given to participants.

PDC was not satisfied with these with these options, therefore a new proposal will be offered for consideration. Explicit guidelines and expectations for participation would be provided and those interested would be required to sign this code of conduct/contract in order to participate. PDC will work on a draft of the guidelines and then meet with VP Messina to see if this would be an acceptable alternative. Carolyn Holcroft will schedule a meeting with VP Messina and Ben Stefonik will start on the draft.

7. Planning for 2014-15 PD days

a. Authentic Assessment Day for Fall PD Day?

Although many members have impacted schedules, PDD will take place on the second or third week of Fall Quarter.

b. Invite AIC, Student Equity Task Force, and SLO Committee to assist with planning quarterly PD days

Concern was voiced for oversaturating people with equity issues. It was recommended that information be provided and sent to AIC, Student Equity Task Force, and the SLO Committee to get them thinking about how to augment the topic of authentic assessment with their point of focus before meeting to discuss planning for the quarterly PDDs.

8. PD for Part-time Faculty: Coordination with Pat Hyland and division deans about on-boarding for PT faculty

Maureen Chenoweth expressed interest in joining in when Ben Stefonik meets with Pat Hyland, Dean of Student Affairs & Activities. Maureen would like to discuss on-boarding for new Classified Staff hires and with the long period of hiring freezes behind us, the Classified Staff is noticing that much of their orientation material is outdated. With an end to the annual retreat for new hires, a proposal was made to offer a breakout session with experienced faculty members and new hires to meet on opening day. There would need to be coordination with the Equity Committee to see if this breakout session could be incorporated into the program. (Equity for PT faculty, connecting with the campus, awareness of student services, etc.) Judy Baker will contact Pat Hyland to initiate a discussion about potential on-boarding ideas.

9. Sabbatical Showcases: Invite faculty who are currently on sabbatical to conduct brown bag sessions about their sabbatical projects

The potential for a separate PDD was discussed. Judy will check with Kimberlee Messina to see if offering a separate PDD was feasible. It would be easier to raise faculty members' interest in participation with VP Messina's support.