FOOTHILL COLLEGE
Professional Development Committee Meeting

MINUTES

Date: 05/21/14   **Time:** 9:00 a.m. – 10:00 a.m.   **Location:** Altos Room (2019)

Attending

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

Agenda Items

1. Approval of minutes
2. Announcements
3. Opening Day
4. Reflective writing project update
5. PDL share out event, Fall 2014
6. PD Day Fall 2014, Authentic Assessment
7. On-boarding PT and new faculty may be shelved for now.

Discussion Detail

1. Approval of minutes
   Carolyn Holcroft moved to approve the Professional Development Committee meeting minutes from May 1, 2014. Valerie Fong seconded that motion. The committee then unanimously voted for approval of the meeting minutes. (See above for full attendance.)

2. Announcements
   Legislative Update – Professional Development was not included in the May revise. The 30 organizations in support of the legislation agree that the biggest barrier to professional development is the lack of consistent funding. The governor said he was opposed to new categorical funding. There is a misperception that professional development funds are just used to pay for travel to conferences in exciting locales. To counter that notion, it was suggested that the PDC work with Pay Hyland and ask colleagues who receive professional development funds to give a brown bag to share their experience with the campus (or their own department, if the topic is discipline specific). A tangible "return on investment" could then be appreciated. Carolyn Holcroft recommended a resolution be drafted for the Academic Senate to gain support for the brown bag presentations.

3. Opening Day
   a. Keynote update
   Darla Cooper, Director of Research and Evaluation with the RP Group (Research and Planning Group for California Community Colleges), confirmed that she is available to speak. A $3,000 stipend would be required to cover travel and accommodations, and for development of a new presentation and materials customized for Foothill College's equity agenda. The cost would be justified, if the presentation fits a scope of equity, inclusive of relevant topics for all participants (staff, faculty and administrators). Ben Stefonik will speak with Darla on Friday to finalize plans. Ben will ask if she is willing to be video recorded and if her breakout session is a large group, what her technology needs might be (microphone, laser pointer, etc.)
   b. Workshops update
   Five breakout sessions are currently on schedule. There was little concern for too many options. If there is overwhelming interest in a specific session, it can more than likely be repeated at a later event, with the exception of Darla Cooper's breakout.
   - Darla Cooper Breakout
     Darla will be asked to address how staff, faculty and administrators can work collaboratively on equity issues.
   - Psychological Intervention, Stanford Researchers (https://p3.perts.net/PERTS) Presenters will be asked to broaden their discussion and incorporate issues that impact classified staff into their session.
   - Online Student Achievement Gap, Judy Baker
   - High Impact Practices, Carolyn Holcroft
     It was suggested that PDC encourage the deans to attend this session. If the deans can see the benefit of their faculty participating in High Impact Practices, they will be motivated to support the program. Carolyn would like to connect with the English Department to find faculty who are collaborating and are pairing interdisciplinary classes to share their experiences during the breakout. Please contact her with any leads or suggestions for interested faculty participants.
   - Equity Committee Breakout
     The Equity Committee will also be asked to incorporate issues that impact classified staff into their session.
   c. Student Services Scavenger Hunt update
   Denise Swett will be organizing the Student Services Scavenger Hunt. Denise and her departments will finalize plans and logistics for the scavenger hunt during the Student Services Retreat on September 12. PDC can then determine how instructions for the scavenger hunt will be distributed on Opening Day.
   d. The timeline was reviewed and a presentation schedule was drafted:
   - 8:00 am – 8:45 am: Check-in, Continental breakfast
   - 8:45 am – 9:40 am: Welcome, Introductions, Awards

- 9:40 am – 9:50 am: Opening Day Theme, Equity Committee
- 9:50 am – 10:45 am: Keynote Speaker, Darla Cooper
- 10:45 am – 11:00 am: Break
- 11:00 am – 12:10 pm: Breakout Sessions

   e. There was discussion about allotting time for PDC during the morning session, and the possibility of recognizing a group or department on campus that addresses equity in an exemplary manner, but ultimately PDC time was not incorporated into the schedule.

   f. Organizing and logistics
- Judy Baker will schedule rooms and confirm technology is in working order
- Ben Stefonik will pick-up Darla
- Maureen will arrange for helpers
- Judy Baker will handle payment for speakers
- Casie Wheat/President's Office will take care of nametags and food. Casie will be asked to take care of room signs as well.

4. Reflective writing project update
Members of PDC met with Vice President Kimberlee Messina again to present their new proposal. To avoid policing by committee members, blog owners must agree to monitor and approve comments posted in their streams. It was mentioned that KCI currently monitors their blog in the same proposed manner. Bloggers track their own stream and delete spam or undesirable posts. Kimberlee did express the college's concern for potential lawsuits or bad press based on distasteful or derogatory comments that may get posted in the forums. She plans to speak with the district's legal team to find out the possible risks involved with such a project. She also requested that the project details be presented again. In particular, she requested justification for the proposed number of hours to count toward PGA. Carolyn Holcroft will arrange a follow-up meeting with Kimberlee.

5. PDL share out event, Fall 2014
Karen Erickson was contacted about participating in the event. Casie Wheat was able to provide a list of faculty on PDL. A list of classified staff will also be obtained. The share out event is on track for a Wednesday or Thursday afternoon in the fall. Ben Stefonik will coordinate.

6. PD Day Fall 2014, Authentic Assessment
   a. After some discussion about scheduling around other prominent events during the first few weeks of fall, it was decided that PD Day would take place during week 2 of Fall Quarter on Friday, October 3.
   b. Structure for PD Day – Authentic Assessment
- Introduction: What is Authentic Assessment?
- Faculty Presentations: 3 examples of Authentic Assessment
- Breakout Sessions by Discipline: Work with facilitators/brainstorm

- Larger Group Discussion: Share what was learned in the breakout sessions
  c. Suggestions for facilitators included Elaine Haight (C S), Patrick Morriss (MATH), Bill Ziegenhorn (HIST), Rich Morasci (ESLL), Diane Uyeda (ESLL), and Patricia Crespo-Marlin (Foreign Language). Additionally, a newly hired faculty member in English was highly recommended, but permission from the tenure chair and division dean would be needed in order for him to participate as a presenter at PD Day.
  d. ePortfolios was touched on, but the committee agreed that it would require its own dedicated PD Day. KCI is offering classes via its FASTtech Program on digital portfolios. Classes are listed on the PD Calendar, but it is difficult to get enrollees because they must apply and register for FASTtech classes in the same manner as regularly scheduled full quarter classes offered at Foothill College. It was mentioned that in the future, OEI (Online Education Initiative) might provide a statewide ePortfolio program.
7. On-boarding PT and new faculty may be shelved for now
   Due to commitments with STEM and PMSE, Ben Stefonik can no longer lead the on-boarding sessions planned for adjunct and new faculty. The Classified Senate does plan to move forward with creating an orientation workshop for new staff.