FOOTHILL COLLEGE
Professional Development Committee Meeting

MINUTES

Date: 06/02/14   **Time:** 9:00 a.m. – 10:00 a.m.   **Location:** Altos Room (2019)

Attending

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

Agenda Items

1. Approval of minutes (http://www.foothill.edu/staff/development/PDC.php)
2. Announcements
3. Opening Day plans
4. Tech Training Plan
5. Reflective writing project update
6. PDL share out event, Fall 2014
7. PD Day Fall 2014, Authentic Assessment
8. Final Meeting

Discussion Detail

1. Approval of minutes (http://www.foothill.edu/staff/development/PDC.php)
   PDC approved meeting minutes from May 1, 2014. See above for full attendance.

2. Announcements
   Foothill College has volunteered to participate as a pilot college in the OEI (Online Education Initiative). There are 12 colleges interested in being a pilot college. Selected pilot colleges will be announced on June 11. Although there will be many obligations and expectations associated with being a pilot college, one important benefit will be the training made available for online faculty. There are no details yet, but training for an online teaching certificate will roll out in the fall. The student services component was not discussed at this time. The Executive Director should be in place by the end of the month, and soon after, the 3 project manager positions will also be filled.

3. Opening Day plans

a. More details with keynote speaker Darla Cooper have been ironed out. She is very enthusiastic about developing material that will address Foothill College's equity issues in student success and student services. Darla recommended having a student panel discussion on the 6 points she will address for student success. Because of the time constrains of the morning session, the student panel would have to take place during her break out session.

b. PDC is still waiting for confirmation from the Equity Committee that they will do a 10-minute presentation during the morning session and an afternoon break out session. The Equity Committee has been focused on their Equity Plan for PaRC, but will now have time to address Opening Day plans and will be responding to PDC soon.

c. Vice President Denise Swett has expressed that the DRC would like to do a workshop on UDE (Universal Design in Education). "UDE's principles: equitable use, simple and intuitive, perceptible information, tolerance for error, low physical effort and size and space for approach and use, exemplify a valuing of diversity and equity and can be applied to all aspects of higher education. In this workshop, (DRC faculty and staff) will discuss UDE from both a theoretical and practical standpoint and offer suggestions for faculty and student services staff on how to use this powerful model on a day to day basis and take the necessary steps to turn the goal of a fully accessible Foothill College into a reality." Ben Stefonik will follow up with Denise about this workshop.

d. Ben Stefonik is working with the Stanford researchers to coordinate their presentation on the psychological interventions to close the achievement gap (https://p3.perts.net/PERTS).

e. As requested by President Judy Miner to be included in Opening Day, Judy Baker's presentation on the Online Student Achievement Gap is on track.

f. With the inclusion of the DRC workshop, there was concern for scheduling too many afternoon workshop sessions. Carolyn Holcroft offered to postpone her presentation on High Impact Practices, and to be a "standby" presenter in case the Stanford workshop does not work out.

g. The International Student Program also offered to do a presentation on how to work with international students more effectively (communication, diversity/cultural competency, academic integrity/college code of conduct, dropping students/falling out of status, etc.) It was recommended that this workshop not be included in this Opening Day on equity, but would be scheduled for a future PD Day. Judy will communicate this decision to Arthur Levine in the International Students Programs Office.

h. On schedule for Opening Day:
   - 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
  - Workshop A – Judy Baker, Online Student Achievement Gap
  - Workshop B – Stanford Researchers, Psychological interventions to close the achievement gap
  - Workshop C – Darla Cooper, Student Panel?/Addressing Student Services?
  - Workshop D – Equity Committee, Issues that impact classified staff and administrators?
  - Workshop E – DRC, Universal Design in Education
- 12:00 pm – 1:30 pm: Lunch

i. Maureen will meet with Vice President Denise Swett and Dean Laureen Balducci about the Student Services Scavenger Hunt. The goal of this event is to create and cultivate campus community, to get to know where the services are physically located, to learn more about the student services offered, etc. It was suggested that teams would "become" the student seeking student services and go through the scenario to better understand what the process is like for the student. Staff manning the station will describe services provided and the typical reasons why students are seeking them out. Maureen will send out a summary of the discussion. Details for the scavenger hunt will be refined during the Student Services Retreat on September 12. It was also mentioned that Denise Swett is working with Innovative Educators to create an online student services guide to raise awareness of the student services available on campus.

4. Tech Training Plan
Judy Baker met with Vice Chancellor Joe Moreau to discuss Foothill College coordination with District ETS technology training plans. District ETS plans to purchase a site license for online technology training courses similar to those available through lynda.com. It was noted that the college's part-time technology trainer could not be expected to know all the technology faculty and staff request or require, and our own faculty cannot always be expected or relied upon to offer workshops (Ex. Hilary Gomes, VoiceThread). A District-wide site license has been purchased for Adobe Acrobat Pro. District ETS plans to provide training for that. @One will soon be scheduling training workshops designed to meet the needs of OEI consortium faculty.

5. Reflective writing project update
The meeting with Vice President Kimberlee Messina has been rescheduled for June 16. Information about use of copyrighted material will be included in the discussion. Judy Baker will send out directions to Carolyn on how to "hide" links to her directory on the FGAmedia.org server from search engines.

6. PDL share out event, Fall 2014

Casie Wheat reported that HR did not have a full record of faculty currently out on PDL. She was able to provide a list of 12 faculty complied from her District Board agenda items. Ben Stefonik will ask Casie to compile a more accurate list from the District Board Minutes list of approved PDLs. Maureen Chenoweth reported that there were currently no Foothill staff on PDL, therefore it was agreed that faculty and staff from in progress and completed PDLs would be asked to participate. Ben will send out emails to all faculty and staff on the list about participating and the timeframe will remain open-ended to see who may be interested in presenting and then work around their schedules.

7. PD Day Fall 2014, Authentic Assessment
   Faculty who will be approached about presenting include Patrick Morriss (MATH), Bill Ziegenhorn (HIST), Elaine Haight (C S), Gillian Schultz (BIOL), Scott Lankford (ENGL) and Brian Lewis (ENGL).

8. Final Meeting
   It was agreed that today's meeting would be the final meeting for PDC this quarter. PDC will not be meeting on June 18. Any discussions or final plans for committee work for this academic year will be conducted via email, google docs, etc.

Respectfully submitted by Akemi Ishikawa