



FOOTHILL COLLEGE

Professional Development Committee Meeting

Minutes

Date: 12/4/14 **Time:** 1:00 p.m. – 2:00 p.m. **Location:** Altos Room (2019)

In Attendance: Ben Stefonik, Karen Smith, Judy Baker

We discussed the status of the Reflective writing project and determined that it is going better than expected with 30 people signed up to participate.

We finalized the agenda for 2015 Winter PD Day:

9-10:05 Keynote

10:15-11:15 Faculty

10:15-11:15 Staff

Follow-up from Keynote and their role in the retention, to be empowered and be a bigger part in campus decision making...recruitment. What's your part in this process?

11:25 - 12:20 Everyone - student panel – Karen will facilitate this

12:30 -1:30 Lunch/ Presentation Everyone, Carolyn resource share-out

- Questions
- Know their story
- Hand out cards, have audience ask questions - Audience questions

We agreed on the following action items:

- Karen - follow-up with facilitator
- Karen - Follow up student panel
- Ben - flyer
- Ben - e-mail advertisements
- Judy - instructions for Ben and Karen while Judy is on medical leave