



FOOTHILL COLLEGE
Professional Development Committee Meeting

MINUTES

Date: 3/10/15 **Time:** 12:00-1:00 p.m. **Location:** Altos Room

Attending

Jeff Anderson, Judy Baker, Kathleen Duncan, Carolyn Holcroft, Nicole Ramsey, Paula Schales, Karen Smith, Ben Stefonik.

Agenda Items

1. Approval of minutes
2. Announcements
3. Reflective writing project update
 - a. Changes for next time?
4. Opening day planning/ideas
5. Professional development day fall quarter
6. Staff workshops by Karl Knopf (fall quarter)
 - a. Creating Wellness
 - b. Better back care
 - c. Healthy Aging
 - d. Odds and ends?

Discussion Detail

1. Approval of minutes

There were no minutes available to approve. They will be reviewed at the next meeting.

2. Announcements

- a. Ben attended the 3CSN conference and learned about scaling programs.
- b. A question was brought to the committee about the development of a Professional Development Plan.
- c. A template was requested to assist in the process.

3. Reflective writing project update

a. Changes for next time?

- i. The time frame of the project was discussed and ideas were reviewed about the seven-week time frame and whether it should be extended to nine weeks with options for participants to have a "bye" week either for rest, or to be a reader for a week instead of writing.
- ii. An alternative to that is to offer an opportunity to do only reading and no writing, where the minimum qualifications for PGA/PAA credit would depend on reading and commenting criteria.
- iii. So the initial guidelines of each writer posting seven weekly pieces, with a minimum of twenty-five sentences (7x7x25) would be expanded to 7x9x25 with the two extra weeks for writing breaks.

- iv. Each reader would have seven weeks of reading over a nine week span, and would be required to post 4 comments per week if they want to receive credit for their participation.

4. Opening day planning/ideas

- a. An email was sent to two administrators regarding the event and there were suggestions coming back to the PDC member that Equity and SLO's are important to consider.
 - i. Discussion followed this today about what those terms are and how to present this topic to instructors for review in their course designing process.
 - ii. Some considerations of these discussions are to review Equity terms and concepts so that they can be understood and supported more thoroughly by faculty members at Foothill.
 - iii. Terms could be re-framed to broaden ideas about their meaning and application, in instruction and in data gathering for research purposes.
 - iv. It was explained that DeAnza has made the Equity topic a central focus of both their curriculum and their Professional Development workshops for faculty. They have designated Equity-focused administrators who support the program as a focus of their entire campus-wide set of curricula.
 - v. PDC members reviewed whether Foothill should follow that example, or have a new topic for Opening Day that does not follow on past Equity related topics.
- b. If the Equity topic is agreed upon as the Opening Day focus, committee members discussed the specialized knowledge of Foothill Equity representatives.
 - i. It was suggested that these representatives should play a significant role in planning, organizing and presenting the next Opening Day.
 - ii. Ideas were considered about the role that Equity representatives can play in directly bringing the topic to faculty and staff at Opening Day, in a way that can engage attendees for optimal event participation.
- c. There was also inquiry during discussion of SLO's about whether Staff members can be incorporated into the process and consulted as a resource.
- d. Terms of other types of campus outcomes were reviewed, including Service Area Outcomes and Administrative Outcomes.

5. Professional development day fall quarter

- a. One suggestion was to have a PD Day focused on Online Learning, perhaps relating to pedagogy and instructional strategies, or alternatively focus on technology and training.
- b. Another suggestion was to consult with someone (Tiffany Rideaux – new Foothill faculty member) who can help open discussion and goal setting for pedagogical outcomes.
- c. Because there will be many opportunities in Fall term to cover the tech training area of online learning at Foothill, it is preferred to focus on pedagogy as the central theme of Fall 2015 PD Day.

6. Staff workshops by Karl Knopf (fall quarter)

Dr. Knopf was contacted and is unable to present workshops during Spring term, but there are ongoing discussions for him to present in Fall term.

7. Odds and Ends

- a. There was brief discussion on inquiries brought to a PDC member about PGA credit for a departmental event. Members also explored past guidelines for PD workshop and PGA credit approval.