



FOOTHILL COLLEGE

Professional Development Coordination Meeting

AGENDA

Date: 11/14/16

Time: 12:00 p.m. – 1:30 p.m.

Location: Library Conf Rm 3533

Discussion Items

- Welcome and introductions
- Review and approval of minutes (see attached or https://foothill.edu/staff/development/pdf/PDC_MINUTES_1012016_DRAFT.pdf)
- Announcements
 - College-wide event on Feb. 3 to continue discussion on student equity and Big Ideas - will be coordinated by President's Office
 - EO training for members of hiring committees - scheduled for Nov. and Dec.
 - Monday November 14, 2:00 PM to 5:00 PM - <http://conta.cc/2eMSW8K>
 - Tuesday, November 22, 1:30 PM - 4:30 PM - <http://conta.cc/2fF7vIQ>
 - Tuesday November 29, 9:00 AM to 12:00 PM - <http://conta.cc/2fF5QTG>
 - Friday, December 9, 9:00 AM to 12:00 PM - <http://conta.cc/2fEr8Cm>
 - Status of position for Coordinator of Equity Scholarship and Professional Development
 - Status of "Peer to Peer PD" proposal - Ben Stefonik will coordinate for Spring 2017 Quarter
 - Winter Quarter PD
 - Reflective Writing Challenge in 2017 - Ben Stefonik
 - Use of email in Office 365 training - coordination in progress
- Debrief of coordination/transition meeting between President and PD stakeholders on Oct. 31, 2016
 - Attendees -Thuy Nguyen, Jeff Anderson; Andrew Lamanque; Judy Baker; Elaine Kuo; Karen Smith, Paul Starer; Micaela Agyare; Adrienne Hypolite
- PD Plan
 - Differentiate between PD Plan and PD Handbook (operations manual)
 - PD Plan: Goals, objectives, initiatives, action steps, timeline
 - Review existing goals from Program Reviews
 - Include LINC and KCI offerings