



## FOOTHILL COLLEGE Professional Development Committee Meeting

### MINUTES

**Date:** 01/25/16

**Time:** 12:00 p.m. – 1:00 p.m.

**Location:** Altos Room (2019)

### Attending

Jeff Anderson, Judy Baker, Janet Davis, Heather Garcia, Carolyn Holcroft, Akemi Ishikawa, Paula Schales, Karen Smith, Benjamin Stefonik

### Discussion Items

1. Welcome and introductions
2. Minutes from Nov. 24
3. Reflective Writing Challenge update
4. Feb. 26 PD Day planning
5. Jan. 22 PD Day update
6. Planning for Spring PD Day(s)
7. Video studio update
8. Part-time compensation

### Discussion Detail

1. Welcome and introductions  
Committee members went around the room and introduced themselves. New member, Janet Davis, TEA for Foothill Online Learning was welcomed.
2. Minutes from Nov. 24  
The meeting minutes from November 24, 2015 were unanimously approved.
3. Reflective Writing Challenge update
  - a. The process is going well. There are approximately 25 staff and faculty participants. There are no administrators at this time. Participants' departments/divisions and titles are listed on the Reflective Writing Challenge: 7x9x25 site:
  - b. <http://www.foothill.edu/staff/development/reflectivewriting.php>
  - c. Reminder emails are being sent to keep participants up-to-date. Andrea Hanstein will be contacted to send out updated information campus-wide.
  - d. Valerie Fong will facilitate the follow-up session. Ben Stefonik will reserve the room.
  - e. Carolyn Holcroft will compile the submitted blog posts. The difficulty in tracking participants' responses to others' entries was discussed.
  - f. There is a blog component to Office 365, but it has not been explored yet. The PD homepage links to the Office 365 tutorials. This blog component will be considered for future use. For guides to Office 365, go to [http://ets.fhda.edu/getting-help/staff/\\_documents/office365.html](http://ets.fhda.edu/getting-help/staff/_documents/office365.html)
4. Feb. 26 PD Day planning

Agendas and minutes will be archived online through the Professional Development Committee at <http://www.foothill.edu/staff/development/PDC.php>

- a. The committee requested clarification on the presentation. Currently, it is being promoted as a half-day presentation. The same presentation by Dr. Frances Kendall will be offered in the morning and in the afternoon, which will allow for attendance at whichever time is more convenient. If this is the case, then catering was deemed unnecessary.
  - b. Once the details are confirmed, Karen Smith will check with Denise Swett about payment for any catering if needed.
  - c. The Student Equity Workgroup will pay for the speaker.
  - d. Copies of handouts will be posted to the PD site.
  - e. Roberto Sias will remain our contact person for the speaker.
5. Jan. 22 PD Day update  
A quick update on last Friday's PD Day was provided. There were approximately 45 attendees. Two classified staff presented. Everyone who helped coordinate was thanked.
6. Planning for Spring PD Day(s)
- a. PDC discussed possibly bringing speaker L. Dee Fink to discuss creating significant learning experiences. Faculty want to get our students to care about what they are learning and want to inspire them to learn more, beyond the confines of the classroom.
  - b. Since this presentation would be addressing faculty, the committee wanted to incorporate a component for staff on Office 365. ETS will be contacted about possibly facilitating the session.
  - c. Additionally the committee discussed the self-help day that was previously considered. Tiffany Rideaux was originally spearheading this option. It was mentioned that she may need to discuss this idea with HR. PDC will ask Tiffany for an update. Jeff Anderson volunteered to help if the self-help/wellness event were to take place in the fall. Jeff would like to incorporate information on commuting resources, alternatives to driving, public transportation, cycling, etc. that would compliment the self-help/wellness day.
  - d. In the spring, Foothill Online Learning (FHOL) will be offering workshops that explore beyond the basics of Canvas, course design to take advantage of the tools found in Canvas, and also promote and support the use of Office 365 campus-wide.
7. Video studio update  
Jeff Anderson reported that he submitted his information to Judy Baker to incorporate into the program review resource request. In the future, if funding were available, Jeff would like to have a formal training structure in place for faculty. He also discussed the potential for a study skills video series for students. From the time students first enroll at Foothill to when they graduate or transfer, he would like to create short videos to help guide them on their path. From resume writing, how to succeed in a STEM class, etc. He would like to see the series help address equity issues, in particular for first generation college students.
8. Part-time compensation  
Compensating PT faculty for participating in PD activities was discussed. Ben Stefonik will meet with Kathy Perino to start the conversation with the Faculty Association (FA). There was concern raised about incentivizing participation in PD activities. It was suggested that attending is part of faculty's job. It was then proposed that since FT faculty receive PGA credit for participating, then PT faculty should also receive equal compensation to assist in pay scale advancement.