



FOOTHILL COLLEGE Professional Development Committee Meeting

MINUTES

Date: 04/25/16

Time: 12:00 p.m. – 1:00 p.m.

Location: Altos Room (2019)

Attending

Jeff Anderson, Judy Baker, Heather Garcia, Kelaiah Harris, Carolyn Holcroft, Akemi Ishikawa, Tiffany Rideaux, Paula Schales, Karen Smith, Benjamin Stefonik

Discussion Items

1. Welcome and introductions
2. Approval of draft minutes
3. Announcements
4. Dee Fink debrief
5. Work-life balance PD day update
6. Opening day
7. Queer safe space training update
8. Leadership training
9. Use of technology in classrooms - faculty and staff sharing of best practices
10. Staff flex day on May 13

Discussion Detail

1. Welcome and introductions
PDC members went around the room and introduced themselves. Kelaiah Harris introduced herself as the new Administrative Assistant for the Equity Program and will be assisting with PDC activities.
2. Approval of draft minutes
The meeting minutes from March 14, 2016 were unanimously approved.
3. Announcements
Ben Stefonik, current faculty tri-chair for PDC, will be on sabbatical during fall quarter for the next three years. There will be future discussion of who might stand-in for Ben during his absence and also whether that substitute would co-chair for the fall quarters only or for the entire year.
4. Dee Fink debrief
 - a. The event was well received. Ideas went deep and meaningful conversations were created with attendees about designing courses for significant learning.
 - b. Although Dr. Fink was an expensive speaker to bring to the college, PDC organizers felt it was money well spent.
 - c. Only 26 attended. Week 3 did not work well for an event focused on faculty. In the future faculty-centric PD Days will be scheduled during week 2 of the quarter.

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

- d. Mislabeling of vegetarian meals was a problem. KJ's will work with their packaging company to address this issue.
 - e. Collection of food preferences during the registration process was very helpful when placing the catering order.
 - f. PDC members are anxious to see the survey results.
5. Work-life balance PD day update
- a. Fall PD Day will be scheduled for Friday, October 7, week 2 of the quarter. Historically, this has been a difficult time of the quarter for classified staff to attend. Therefore Classified Senate will help to promote and encourage attendance of staff.
 - b. The two-session format was presented as a flexible schedule. This format could be changed to accommodate a keynote speaker.
 - i. A presenter from the Greater Good Science Center of UC Berkeley will be approached as a potential keynote.
 - ii. PDC has funds to cover a keynote if needed.
 - iii. Depending on the length of the keynote's presentation, the number of breakout sessions will change.
 - c. Now that a date has been settled, Jeff Anderson, will approach his brother, Kevin Anderson, about providing biking safety instruction, with an emphasis on commuter biking. The Sustainability Committee will be contacted as a resource for commuter biking information. Patrick Morriss was also recommended as a resource for information on formal team training for long rides.
 - d. A breakout session topic will be on work-life balance. It was agreed that an open panel, featuring colleagues, would provide meaningful experiences to share. Potential panelists will include Teresa Ong, Sarah Parik, Sarah Williams and Nick Tuttle. It was recommended that Karen Erickson also be invited to participate.
 - e. A session about the power of giving back/service to the community was suggested. Active staff and faculty will be approached to see if there would be interest in participating and sharing their experiences with giving back to their communities.
 - f. Author and co-founder of the energy-saving movement "Earth Hour", Nigel Marsh's TED Talk on how to make work-life balance work was listed as a potential breakout session.
 - g. Meditation, Sleep and Mindfulness Practice was another possible breakout session.
 - h. Jeff Anderson and Tiffany Rideaux were thanked for working in preparation for fall PD Day so early in the year. Their advance planning is greatly appreciated by PDC.
6. Opening day
- There has not been much planning yet. PDC is in favor of reaching out to new Foothill College president, Thuy Nguyen, to let her know they would like to help with the development of the opening day theme or program. Judy Baker will contact the president's office.
7. Queer safe space training update
- Scott Lankford is taking charge of this project. "Outlet", which provides a program of adolescent counseling services, will not be available until fall. Therefore they could potentially provide a workshop session during opening day.
8. Leadership training
- a. To run an efficient organization, administration would like to expose staff, faculty and administrators to succession planning. As colleagues retire or move on, institutional wisdom is lost. Succession planning would provide the opportunity for incoming or new hires to shadow the incumbents.
 - b. PDC discussed looking to California Community College Council for Staff and Organizational Development (4CSD) for information on leadership training.
 - c. It was agreed to wait for the new director of equity to see how PDC can tie leadership training with equity issues. Therefore this topic will be tabled until next year.

9. Use of technology in classrooms - faculty and staff sharing of best practices
 - a. The District-wide "Clicker" Summit – Use of Student Response Systems will take place on Friday, April 29 from 1:00 p.m.-3:00 p.m. in the Toyon Room. Participants can attend in person or remotely (computer or phone).
 - b. Discussion points will include reviewing systems used by both colleges and exploring alternative solutions, cost for students, best practices and faculty training.

10. Staff flex day on May 13
 - a. The 2016 FHDA Classified Professional Development Day is scheduled to take place on Friday, May 13 from 8:00 a.m.-4:00 p.m. at De Anza College.
 - b. A presenter from the University of Ottawa will share six factors for student success.
 - c. 12 workshops will be scheduled. Topics will include "Stop the bump" to help students efficiently and effectively, mindfulness, Employee Assistance Program (EAP), Professional Growth Awards (PGA) and new staff orientation.