



FOOTHILL COLLEGE
Professional Development Committee Meeting

MINUTES

Date: 10/17/16 **Time:** 12:00 p.m. – 1:00 p.m. **Location:** Library Room (3533)

Attending

Jeff Anderson, Judy Baker, Kelaiah Harris, Tiffany Rideaux, Paula Schales, Karen Smith, Elaine Kuo

Discussion Items

1. Welcome and Introductions
2. Approval of draft minutes from June 2016 mtg (Available at <https://foothill.edu/staff/development/PDC.php>)
3. Announcements
4. Debrief of Oct. 7 Work-life balance PD Day
5. PDC coordination with Equity Workgroup
6. Timeline for development of PD Plan
7. Winter Quarter PD
 - a. Workshop about how to pronounce names
 - b. Prep for “Writing Reflections” activity in Winter Quarter
8. Update about Academic Senate resolution – PT, PD stipend - *POSTPONED*

Discussion Detail

1. Welcome and Introductions
Members of PDC introduced themselves.
2. Approval of draft minutes from June 2016
The meeting minutes from June 6, 2016 were approved by consensus.
3. Announcements
 - a. The 2016-17 Professional Development budget consists of \$13,000 rolled over from last year and an additional \$50,258 allotted for this fiscal year. So far, \$1,200 has been spent on speakers.
 - i. The cost of Lynda.com online training is covered by the District.
 - b. The college has approved a 100% Non-Instructional Faculty Professional Development position. This position will be tasked with coordinating Professional Development events and funded by the Student Equity Funds.

- c. As of Friday, October 14th, 2016, program review for Professional Development will no longer be included in Foothill Online Learning but will be incorporated in the Office of Instruction and Research program review.
4. Debrief of Oct. 7 Work-life balance PD Day
- a. Tiffany Rideaux reported PD Day on October 7th went well.
 - b. Some committee members shared their hope to recreate specific workshops such as the panel and open discussions in a larger capacity.
 - c. There were a total of 26 attendees and 6 responses to the survey. According to the feedback survey, majority of the respondents reported the event to be of excellent quality, very positive, and would like to see more of these events in the future.
5. PDC coordination with Equity Workgroup
- a. The job description for the 100% Non-Instructional Faculty Professional Development position is currently being written based on a draft version of a similar position at De Anza College. Paul Starer has written a draft of the job description and the document will be shared with the SEW and PDC. Feedback on the job description should be shared with Elaine Kuo and a revised draft will be reviewed by Thuy Nguyen. As this may take time, the position is not likely to be filled this quarter.
 - b. Originally, SEW attempted to solicit two 50% Non-Instructional release time positions for Professional Development and the Mentorship program. The 50% release time for the Professional Development position was temporarily held by faculty during the Spring quarter but this role was not extended into the 2016-17 academic year.
 - c. There is a potential for overlap of the 100% Non-Instructional Faculty and PDC tri-chair roles, depending on the job description. The structure of PDC and the continuation of the 3 tri-chairs positions (Faculty Representative, Classified Senate President, and Administrator) will be determined once the President has finalized the job description.
 - d. This position is 100% categorically funded through Equity and will report to the Equity Office.
 - i. The tasks will include responsibility of equity focused events logistics and coordination. Whether the position coordinates events and activities not related to equity focused professional development will need to be discussed by constituent groups and determined by Thuy Nguyen, as she finalizes the job description. Since the position is not an administrative position, tasks such as budgeting responsibilities will need to be discussed. The Administrator position should continue to oversee and manage the budget.
 - ii. PDC expressed some concerns that the overlap could potentially create confusion on campus. The position suggests theoretically anything that cannot be evaluated on course success (as an outcome measure of the professional development activity) should be coordinated by PDC and not a responsibility of the Non-Instructional Faculty. The college should clearly identify the difference between tasks related to equity focused professional development events and other professional development events. This may be helpful when writing the job description and ensuring transparency.
 - e. There was a proposal to allow 2 weeks for workgroups to respond to the job description. If the job description is relatively agreed upon, Elaine will meet with Andrew LaManque and President Nguyen and propose to move forward with the position.

- f. The position was chosen as a non-instructional faculty position instead of a classified staff position due to an institutional discussion regarding equity related professional development activities in curriculum and pedagogy.
 - i. Faculty background is beneficial when working with other faculty and assembling faculty resources.
6. Timeline for development of PD Plan
 - a. PDC's initiative this year is to write and complete a PD plan and include it in the accreditation self-study.
 - b. The committee members explained there is some confusion regarding the function, role, and organizational structure of the PDC, such as who the PDC should report to and if the PDC is part of shared governance. This information is not well documented or clearly stated on the PD website or shared governance website. A PD plan will clarify PDC responsibilities, tasks, and functions, and provide transparency for the college.
 - i. However, PDC faces challenges in writing the PD plan due to the current status of the Non-Instructional Professional Development position.
 - c. Writing a broad enough plan to accommodate potential changes in positions and responsibilities may be too vague. The goal is to create a functional and well-articulated document to allow for changes in positions.
 - d. The PD plan will be vetted by PaRC, Academic and Classified Senates, PRC, and other workgroups.
7. Winter Quarter PD
 - a. PDC is in charge of PD Day for Winter Quarter.
 - b. There was a suggestion to have a workshop on how to pronounce names. The committee brainstormed the option of inviting speakers to present or have a prerecorded video to play during the workshop.
 - c. There was another suggestion to have implicit biased training for faculty and reaching out to the state classified senate to recommend presenters.
 - d. The writing reflection will be brought back as a workshop.
 - e. PDC will discuss potential speakers for workshops at the next meeting.