



FOOTHILL COLLEGE

Professional Development Committee Meeting

MINUTES

Date: 11/14/16 **Time:** 12:00 p.m. – 1:30 p.m. **Location:** Library Room (3533)

Attending

Jeff Anderson, Judy Baker, Kelaiah Harris, Tiffany Rideaux, Paula Schales,

Discussion Items

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

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

- b. PD Plan: Goals, objectives, initiatives, action steps, timeline
 - i. Review existing goals from Program Reviews
- c. Include LINC and KCI offerings

Discussion Detail

1. Welcome and introductions
Members of the PDC introduced themselves.
2. Review and approval of minutes from October 17, 2016
The meeting minutes from June 6, 2016 were approved by consensus.
3. Announcements
 - a. Thuy Nguyen has announced a college-wide event that will kick off on February 3, 2017. The campus is strongly encouraged to attend. The logistics will be coordinated by the President's Office.
 - b. EO Training will be held in November and December of 2016. Registration is available for the following dates:
 - i. Monday November 14, 2:00 PM to 5:00 PM - <http://conta.cc/2eMSW8K>
 - ii. Tuesday, November 22, 1:30 PM - 4:30 PM - <http://conta.cc/2fF7vIQ>
 - iii. Tuesday November 29, 9:00 AM to 12:00 PM - <http://conta.cc/2fF5QTG>
 - iv. Friday, December 9, 9:00 AM to 12:00 PM - <http://conta.cc/2fEr8Cm>
 - c. Thuy Nguyen and Andrew LaManque have reviewed the 100% Non-Instructional Faculty Professional Development position. The job description has been sent to the hiring committee for review and Elaine will share the PDC's feedback of the job description with the hiring committee. Classified staff representatives are encouraged to join the hiring committee, if interested in participating.
 - d. Ben Stefonik has volunteered to coordinate the spring 2017 "Peer to Peer" activity.
 - i. The proposal is currently in the process of being reviewed. This involves coordination between several entities, thus prolonging the process.
 - e. Two activities have been proposed for winter 2017 professional development day.
 - i. Ben Stefonik has volunteered to coordinate the Reflective Writing Challenge activity for winter 2017 quarter. In light of recent events and the results of the presidential election, the PDC will encourage attendees to remain considerate of their colleagues. There was a suggestion to create a theme to guide the activity. Previously, reflective writing activities had no themes. The committee will discuss this possibility.

- ii. Karen Smith has requested training for staff and faculty on Outlook email and Outlook calendar. Judy Baker has contacted Sharon Luciw to begin the initial process for coordinating the training. Alternatively, she will look into available trainings on Lynda.com and my portal tutorials.
4. Debrief of coordination/transition meeting between President and PD stakeholders on Oct. 31, 2016
- a. PDC met with the SEW tri-chairs, Elaine Kuo, Andrew LaManque, and Thuy Nguyen to discuss the Professional Development Plan and receive feedback.
 - b. Thuy Nguyen consented to the development of a PD plan and requested that the plan be sent to her for review once it is completed. She would also like the plan to focus on the PDC's input and guiding of ideas and less on operational logistics.
 - c. Formal plans such as, the college's mission statement and SHEA initiatives, the SEP, IP&B handbook, and the EMP are required by the ACCJC and State of California. These documents are external and internal because they are mandated by the state and used internally by the college as a guiding document.
 - d. Arguably the mandate to provide a PD plan exists within these 4 diverse documents. Each document highlights different aspects of PD and states it is an integral element of future goals.
 - e. As there is no mandate for a PD plan, this document will be for internal use only. This provides an opportunity for PDC to address the function, goals, and logistics of professional development. The PD plan will present clear guidelines for professional development and delegate responsibilities of committee members. The PDC will collaborate with the SEW and other entities on campus.
5. PD Plan
- a. Differentiate between PD Plan and PD Handbook (operations manual)
 - i. Andrew LaManque requested the PDC differentiate between the PD plan and the PD handbook.
 - ii. As Thuy Nguyen stated, the PD plan would focus primarily on guiding ideas.
 - iii. The handbook would focus on operational logistics (this would be in collaboration with SEW as the PD faculty position could potentially be responsible for coordinating logistics) and the responsibilities of the committee members.
 - iv. Whoever becomes responsible for coordinating logistics should document the operations and coordination process.
 - b. PD Plan: Goals, objectives, initiatives, action steps, timeline
 - i. There are several accreditation items with standards for professional development. The PDC should contribute to items in accreditation.

- ii. The campus may not be as familiar with the PDC, and professional development work should be in conjunction with the work for accreditation.
 - iii. Jeff Anderson added that he would like to see different groups involved in the PD plan. He also shared, that this is an opportunity for the PDC to drive the conversation and help guide workgroups that are interested in professional development. There could potentially be an opportunity for people to submit proposals to the PDC, instead of the SEW, and the PDC would provide support for professional development events.
 - iv. The PD plan should receive approval from all parties (PaRC, Classified Senate, Academic Senate, SEW, President's Office, FOL/Distance Ed.). Although, this process may be time consuming and present more of a challenge, the PDC hopes it will address all current and future challenges in development and implementation.
 - v. Judy Baker reminded members of the PDC that the Office of Instruction and Institutional Research is responsible for professional development and the permanent VPI, once hired, may have input on the PD plan.
 - vi. The vision of the PDC structure should include a staff, faculty, and administrator position as the advisory council, and contribute to the advisory of the Board of Trustees.
 - vii. Jeff Anderson will change the language on the current PD plan and send an updated copy of the draft before 12pm tomorrow for members to review. Please review page 3 and read the draft Mission and Vision on page 4. All feedback should be included on the editable word .doc before the December 5th meeting.
 - viii. While reviewing the draft plan, identify specific tasks or responsibilities in the document that you could contribute or would like to contribute.
 - ix. It is encouraged that the PDC move quickly on this. The goal is to have a rough draft vetted by campus at the end of spring.
 - x. When PDC meets again in December, the edits will be reviewed. If the committee reaches a consensus on the document, it will be sent out to the college for review. After the document is vetted by the college, the PDC will begin working on the handbook.
 - xi. The sections of the plan will be delegated to members at the December meeting. Following delegation, the PDC will create a to-do list for the meeting in January.
- c. Kyle Brumbaugh requested to include LINC and KCI offerings in updated PD plan.