



FOOTHILL COLLEGE
Professional Development Committee Meeting

MINUTES

Date: 02/22/16

Time: 12:00 p.m. – 1:00 p.m.

Location: Altos Room (2019)

Attending

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

Discussion Items

1. Approval of minutes
2. Announcements
3. Final arrangements for 2/26 France Kendall event
4. 7x9x25 update
5. Looking ahead to spring quarter
6. Part-time faculty PD stipends

Discussion Detail

1. Approval of minutes
The meeting minutes from January 25, 2016 were unanimously approved.
2. Announcements
 - a. The committee was uncertain about the state of the Equity PD position. Members were directed to review the grid posted on the Student Success Collaborative webpage:
<http://www.foothill.edu/president/studentsuccess.php>
 - b. Karen Smith plans to attend the De Anza College new staff orientation to observe their process.
 - c. An update on the number of registrants for upcoming workshops was shared:

<u>Event Name</u>	<u>Event Date</u>	<u>Registered</u>
Canvas Migration Workshop 2/23	2/23/16	4
Who We Are Influences Our Work	2/26/16	44
Showcase of Canvas Courses at Foothill College	3/8/16	3
Canvas Certification 3/10/16	3/10/16	13
Canvas Migration Workshop 3/18	3/18/16	8
High Impact Teaching Practices	4/22/16	0
Online Teaching Certification - Spring 2016	4/25/16	0

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

The Spring Quarter PD Day, "High Impact Teaching Practices" has not yet been promoted so as not to confuse registrants with the upcoming Winter Quarter PD Day, "Who We Are Influences Our Work".

- d. 82 people are now Canvas Certified.
 - e. Tiffany Rideaux will work with Christine Vo in HR to coordinate a PD Day option for Fall Quarter (when HR is undertaking their open enrollment) on health and wellness. Tiffany will see what HR might be open to and may also work with Naomi Kitajima, Coordinator of Student Health Services. Jeff Anderson volunteered to assist and provide information on commuting resources, alternatives to driving, public transportation, cycling, etc. that would compliment the self-help/wellness day. Jeff was interested in finding out the best way to share information with colleagues about gym access and policies for staff and faculty. It was recommended he contact Mark Anderson, Dean of Fine Arts and Communication at this time.
3. Final arrangements for 2/26 France Kendall event
 - a. Karen Smith has booked the location, arranged for table set-up and delivery of lunches.
 - b. Roberto Sias will work with Frances Kendall on the paperwork for payment.
 - c. Ben Stefonik has sent parking information and directions to Roberto.
 - d. Tiffany Rideaux will handle lunches on the event day.
 - e. Roberto or Karen will provide the speaker introduction.
 - f. Akemi Ishikawa will send the attendees sign-in sheet to Karen.
 - g. Tiffany will return the final list of attendees back to Akemi.
 - h. Judy Baker will provide a checklist of tasks to Karen for reference.
 4. 7x9x25 update

The project is going well. There has not been much feedback or criticism. Everyone appears to be participating by the set rules.
 5. Looking ahead to spring quarter

This item was tabled for future discussion.
 6. Part-time faculty PD stipends
 - a. Under the umbrella of parity, Ben Stefonik spoke with Kathy Perino of the Faculty Association (FA) regarding stipends for PT faculty who participate in Foothill College PD activities. FA is supportive, but the negotiation period for this year has passed.
 - b. A pilot program for 2016-2017 will be recommended. It was proposed that Part Time faculty receive a \$500 stipend each year for participating in 10 hours of PD activities at Foothill College. If 10 hours cannot be accrued in one year, then PT faculty can complete their 10 hours over a two-year period. Submissions will need be made by June 1 to meet fiscal year deadlines.
 - c. Working off a model that would cover 40 PT faculty submissions, a budget of \$20,000 was calculated to cover the first year. It was recommended

when sending a proposed resolution to the Academic Senate, a specified account should be named. The PDC account will be identified as the budget to cover the stipends in this proposal.

- d. Impact on the PDC budget was discussed. There was concern for this large amount of funding being allocated for faculty stipends would create a lack of funding for other PDC issues/events that would benefit classified staff. Staff representatives were reassured that this proposed budget for PT faculty stipends would not negatively impact funding for classified staff PDC activities.
- e. As with all proposals, staffing will have to be taken into consideration. The administrative end (collecting data, paperwork, processing stipends, etc.) will need to be covered.
- f. The process of providing stipends versus creating a salary structure similar to that of FT faculty was discussed.
- g. Concern for lack of support by administration for this proposal was raised.
- h. Foothill Online Learning will check data from past PD events to help determine the number of participants who have accumulated over 10 hours of PD activities at Foothill College.
- i. Ben Stefonik will draft a resolution that will be submitted to the senate by the first meeting of Spring Quarter at the latest. The senate will need 4-6 weeks to review the submission.