FOOTHILL COLLEGE
Professional Development Committee Meeting

MINUTES

Date: 3/16/17 T**ime:** 12:00 p.m. – 1:00 p.m. **Location:** Library Room (3533)

Attending

Jeff Anderson, Judy Baker, Karen Smith, Heather Garcia, Paula Schales, Benjamin Stefonik, Tiffany Rideaux, Andrea Hanstein, Patti Chan, Mona Rawal

Discussion Items

1. Welcome and introductions

2. Review and approval of minutes (available at http://www.foothill.edu/staff/development/PDC.php)

3. Announcements

4. Updates:
    a. Status of Reflective Writing Challenge in Winter 2017 (Ben Stefonik)
    b. Status of "Peer to Peer Review PD" (Ben Stefonik)
    c. Status of Political Issues PD Day in Spring 2017 (Ben Stefonik)

5. Discuss plan for communications about PD events to the campus (Andrea Hanstein)

6. Debrief of coordination/transition meeting with President and Elaine Kuo held on March 6, 2017

7. New PD project idea about how to address student equity in online courses (Judy Baker)

8. PD Plan
    - PD Plan development: Goals, objectives, initiatives, action steps, timeline
    - Include LINC and KCI offerings?

Discussion Detail

1. Welcome and Introductions
    Members of the committee introduced themselves.

2. Review and approval of minutes (available at http://www.foothill.edu/staff/development/PDC.php)
    a. Meeting minutes from February 13th were approved.

3. Announcements
    a. Canvas training on Friday for anyone who still needs certification
    b. Tiffany Rideaux is leaving the Professional Development Committee

4. Updates
    a. Status of Reflective Writing Challenge in Winter 2017 (Ben Stefonik)

- This is the last week to participate in the Challenge. Ben will send a list of people who completed the Challenge to Judy for professional development certificates.
  b. Status of "Peer to Peer Review PD" (Ben Stefonik)
    - Five people have signed up so far, but Ben suspects that people are still forming pairs and triads and will sign up soon.
    - Judy is creating a version of Peer to Peer Review for all employees.
    - Ben will make more announcements about this opportunity soon.
  c. Status of Political Issues PD Day in Spring 2017 (Ben Stefonik)
    - Awaiting final confirmations for a few speakers, but just about everything is lined up for the event.

5. Plan for communications about PD events to the campus (Andrea Hanstein)
   a. Andrea reports feedback from people is that they get way too many emails.
      i. When inundated with email, people pay less attention.
   b. Andrea proposes monthly staff development newsletter to cut down on emails.
      i. Judy asks if this includes Canvas training emails.
      ii. Judy and Andrea decide to take this conversation offline.
   c. Discussion about pros and cons of monthly newsletter with various committee members weighing in:
      i. Need to plan ahead.
      ii. Another responsibility.
      iii. Sometimes we'll only have incomplete information about an event when it's time to send newsletter.
      iv. Can't provide "just in time" information.
   d. Newsletter specifics:
      i. Marketing team will need 24 hours lead time to prepare and send newsletter.
      ii. Thursday was determined to be the best day to send newsletter.
      iii. Weeks 1, 5, and 10 were determined to be the best times during the quarter to send the newsletter.
      iv. Three things should be included in each newsletter:
         1. Suggestions for future professional development link.
         2. Link to PD calendar for most current event information.
         3. Contact information.

6. Debrief of coordination/transition meeting with President and Elaine Kuo held on March 6, 2017
   a. Position will start during fall at earliest.
   b. Position description is still in flux.
   c. Judy was asked to continue with current professional development responsibilities for 2-3 years and then transition responsibilities to new position.
   d. Still need to work out who's going to do what.
   e. Committee members weighed in on discussion about the nature of professional development and it's future at Foothill:
      i. What is PD at Foothill? Staff training, faculty professional development, conference travel, PDL, etc.
      ii. If PD is to be done well, we need a system in place to define how we do it, including a handbook, a list of people on campus who should be involved in PD and an understanding of their role in PD.
      iii. PD coordinator will only solve one issue related to PD – equity.

7. New PD project idea about how to address student equity in online courses (Judy Baker)
   a. Tabled for next meeting.

8. PD Plan
   a. Tabled for next meeting.