



FOOTHILL COLLEGE
Professional Development Committee Meeting

MINUTES

Date: 10/27/15

Time: 12:00 p.m. – 1:00 p.m.

Location: Altos Room (2019)

Attending

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

Discussion Items

1. Introductions & Announcements
2. Preparing for the reflective writing challenge for winter quarter
3. Report on Fall PD events (Baker)
4. Planning for Winter Quarter PD schedule (Smith & Stefonik)
5. Program Review (Baker)
6. Status of PD coordinator position
7. Progress of draft PD plan

Discussion Detail

1. Introductions & Announcements
 - a. Committee members went around the room and introduced themselves.
 - b. Draft meeting minutes from 10/1/15 were approved.
2. Preparing for the reflective writing challenge for winter quarter
 - a. Last year's writing challenge was summarized. Since it was so well received, PDC would like to do it again during the winter quarter.
 - b. Ben Stefonik will spearhead this project. He will also share his notes from last year's writing challenge regarding improvements and structure.
 - c. Ben Stefonik will also provide instructions on how to set up a blog for those seeking assistance.
 - d. Since Online Learning does not have the capacity to maintain the blog site this year, Carolyn Holcroft will compile the blog submissions. Details about compiling the blogs and streamlining maintenance to maximize efficiency will be further discussed at the next meeting.
3. Report on Fall PD events (Baker)
 - a. Fall Professional Development Days
 - i. Expenses (catering, speaker fees, printing, miscellaneous, etc.) for both PDD events were shared.
 - ii. Feedback about both events has been positive.
 - iii. The survey for the Student Success PDD will be re-sent to elicit a greater response.
 - b. Online Learning is busy with Canvas trainings; therefore there is little capacity to provide

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- additional trainings. Let Judy Baker know if there are winter or spring trainings you would like to see offered.
- c. Office 365 will be available in December or January. ETS will provide training for this software in their own facilities. If supplemental training becomes necessary, Online Learning may be able to provide support because Office 365 will be integral to some functionality of the college.
 - d. Jeff Anderson would like to continue promotion of the recording studio and video production facilities, but cannot move forward until personnel and logistical issues are resolved. Once matters are settled, he will be able to recalibrate his presentation and will then let PDC know when future workshops can be offered.
4. Planning for Winter Quarter PD schedule (Smith & Stefoni)
- a. The reflective writing challenge is scheduled to take place.
 - b. Canvas basics and Canvas migration trainings will be offered. If there is time, Canvas groups will also be offered. "Groups" was underutilized in Etudes, but is an exceptional feature in Canvas. Each quarter Online Learning would like provide a workshop that will go into depth with one of the unique features of Canvas.
 - c. Possible themes for winter PDD were discussed. To capture a different population, a change to the time of day for the presentations was suggested.
 - i. For a PDD for faculty in January, presentations by colleagues on the ways they incorporate innovative pedagogy in the classroom was suggested. Faculty and staff could present their professional development leave (PDL) experiences, which would then open this PDD to be inclusive of staff.
 - ii. For a PDD for classified staff in February, Karen Smith recommended bringing a speaker from New Leaf. They provided a presentation during the last classified flex day on meeting student needs and ensuring student success.
 - iii. Tiffany Rideaux shared her idea in support of motivational techniques to inspire positive behavior changes, confidence and mindfulness in students, staff and faculty. The discussion expanded to include more self-care and life management practices for the PDD. Recommendations were made to contact Human Resources, Kinesiology and Athletics Division, Biological and Health Sciences Division, and Health Services for support and information.
 - iv. PDC decided to have the innovative pedagogy/PDL PDD on Friday, January 22 from 1-4pm (with a 4:30pm option for colleagues to gather at First and Main) and the wellness PDD on Thursday, February 25 from 12-3p.
 - v. Karen Smith will look into New Leaf's schedule. New Leaf may be postponed until spring, in order to have a dedicated PDD for their presentation.
 - vi. Carolyn Holcroft will get the January 22 PDD on the calendar as soon as possible to accommodate those who need advance notice to schedule their attendance.
5. Program Review (Baker)
- a. Recommendations to include anticipated expenses and statewide initiatives were made.
 - b. Send any suggestions to Judy Baker.
6. Status of PD coordinator position
Tabled for a future meeting.
7. Progress of draft PD plan
- a. Specific funding has not been allocated for PD.
 - b. Although the plan is in draft form, Dolores Davison confirmed that the plan could be posted by PDC.
 - c. It was recommended that the plan be revisited once the equity PD coordinator position is filled.