FOOTHILL COLLEGE
Professional Development Committee Meeting

MINUTES

Date: 06/17/13   **Time:** 4:00 p.m. - 5:00 p.m.   **Location:**   Toyon   Room

Attending

Judy Baker, Carolyn Holcroft, Ben Stefonik, Maureen Chenoweth

Discussion Items

1. Announcements
2. Report on results of PD surveys
3. Planning for College Opening Day, Fall 2013
4. Planning for Professional Development Day, Fall 2013
5. Tasks and Responsibilities of Professional Development Committee Members

Discussion Detail

Announcements
- Micael Agyare, librarian, has volunteered to conduct a PD workshop in the Fall 2013 quarter on the topic of creating persistent links and the LibGuide for faculty.
- Ben Stefonik spoke with Ann Foster on Monday about 3CSN coming to Foothill. She was very amenable to the idea of organizing a regional 3CSN event for one of our professional development days for FREE. They have 2 programs that are relevant for Foothill: 1) Habits of Mind - focuses on affects aspects of learning, and 2) Reading Apprenticeship - focuses on training faculty to develop effective reading assignments across the curriculum. Dates they would be available to come for a "Professional Development Day" are Fri. 1/31, Fri. 3/7, Fri. May 9, Fri. May 16

Faculty Professional Development Survey Results
Among both Faculty and Staff, most preferred events –
- Face-to-face rather than via Internet
- Fridays
- Afternoons
- 60 minute length

Among Staff, most preferred (68 responses) -
- Events during weeks 5 – 8 of quarter
- Scheduled throughout the quarter
- Topics: Logistics; Software Tools

Among Faculty, most preferred (169 responses) -
- Events during weeks 1 – 8 of quarter
- Topics: Classroom Pedagogy; Software Tools & Online Pedagogy

We had a total of 169 survey responses from faculty. We administered this survey in paper form at meetings for each division during the Spring 2013 quarter. We also provided division deans with a link to the online version of the survey and asked them to invite those faculty who could

not attend the Division meeting to complete the survey online.

1. Survey participants indicate that they were likely to attend PD workshops on the following topics:
- Classroom Pedagogy 77%
- Software Tools & Online Pedagogy 65%
- Instructional Technology 62%
- Faculty Logistics 55%
- Interpersonal and Personal Skills 51%
- Foothill Software Tools 44%

2. 75% prefer to attend PD face-to-face rather than via online

3. The greatest percentage of faculty prefer scheduling PD events through-out each quarter as well as one day dedicated to PD each quarter (39%). In total 70% of faculty reported supporting a one day "professional development day" that is optional.

4. Prefer PD events scheduled -

- during weeks 1 – 8 of quarter (86%)
- on Fridays (66%)
- in the afternoon (64%)
- with length of 60 minutes (64%)

5. Most faculty prefer to find out about Professional Development opportunities via one email message about all PD events scheduled for the quarter

6. 45% never visited PD website; 48% found the PD website to be helpful, very helpful, or extremely helpful

Classified Staff Professional Development Survey Results
Administered via Internet during Spring Quarter (38 responses)

1. Survey participants indicate that they were likely to attend PD workshops on the following topics:
- Logistics (e.g., Professional Growth Award Process; PERS Pointers; Use of Data for Program Review; What To Do In Case of Emergency; Career Planning) 86%
- Software Tools 79%
- Foothill Software Tools 61%
- Customer Service 61%
- Interpersonal and Personal Skills 56%
- Educational Technology 39%

2. 78% prefer to attend PD face-to-face rather than via online

3. The greatest percentage of faculty prefer to have PD events scheduled through-out each quarter (42%); only 13% prefer PD events scheduled on one day per quarter

4. Prefer PD events scheduled -

- during weeks 5 – 8 of quarter (76%)
- on Fridays (61%)
- in the afternoon (74%)
- with length of 60 minutes (47%)

5. Most staff respondents prefer to find out about Professional Development opportunities via one email message about all PD events scheduled for the quarter

6. 24% never visited PD website; 65% found the PD website to be helpful, very helpful, or extremely helpful

College Opening Day Planning
Felecia Friendly Thomas has confirmed as keynote speaker for College Open Day. We will work out arrangements for her to lead a break-out session as well. And Bryan Dickerson has confirmed

as a workshop presenter. Baker will handle stipends for PD speakers, providing campus maps, and scheduling rooms.

Fall 2013 Quarter Professional Development Day

We are coordinating the Fall 2013 Quarter Professional Development Day schedule to avoid conflicting with the Leveraging Tech Conference in October. Melanie Hale has confirmed that she will conduct a workshop about suicide prevention.

Tasks and Responsibilities of Professional Development Committee Members