



DRAFT MINUTES

Date: Thursday 10/26/2017
Location: Library Conference Room (3533)

Time: 1:30pm – 2:30pm
Minute Taker: Jeff Anderson

PDC agendas and minutes are archived online on the PDC Website
<http://www.foothill.edu/staff/development/PDC.php>

ATTENDING

Anderson, Jeff
Baker, Judy
Garcia, Heather

Holcroft, Carolyn
Schales, Paula
Stefonik, Ben

Chan, Patti

DISCUSSION DETAILS

1. Introductions for new members

No new members attending today's meeting.

2. Approval of Minutes from last meeting

3. Update on Office of Equity and Professional Development (Carolyn Holcroft)

- a. Fall 2017 PD Day is Friday November 17, 2017
 - i. Ben Stefonik will be attending the Stereotype Threat session and will introduce Avi Ben-Zeev
 - ii. Paula and Heather will be facilitating the VoiceThread session
 - iii. Carolyn will contact Karen Smith about attending the workshop for classified professionals and introducing the facilitators (from De Anza)
 - iv. Carolyn at the Office of Equity and Professional Development (OEPD) will be handling tracking attendance and producing certificates
 - v. Carolyn's office (OEPD) will be ordering the lunches based on registration numbers
 - vi. We are still deciding which budget will be used to pay for the lunches at this event
 - Judy Baker will ask Vice President Kristy about the use of PD Funds for this
- b. The OEPD will handle the quarterly PD Days from this point forward
- c. Winter PD Day will be on Friday January 26, 2018 from 9am – 1pm
 - i. The PDC decided theme of this event will be Service Learning and Service Leadership.
 - Service learning is acting to serve the community and help community members meet their needs as part of the student learning experience.
 - Service learning is part of a curriculum of a course where students take an active role in the process of implementing service learning activities
 - Judy will send an article on service learning in online classes to Carolyn and Patti
 - ii. Cynthia Kauffman at DeAnza who runs the service leadership group at DeAnza may be a good resource for us. In particular, she has a 3 – 4 hour workshop on how to integrate service

learning into the classroom.

- Carolyn will follow up with Cynthia about this workshop.

- iii. Carolyn will ask Kyle Brumbaugh about the possibility of doing a maker space (MS) workshop – how to use MS to create service learning opportunities.
- iv. We could also invite some of the faculty who are doing service learning in the classroom. It would be useful for faculty members who have experience using this in the class to share ideas about how this works in the classroom.
- v. Daphne Small and Scott Lankford are working on this: Carolyn will reach out to each of these people to learn more about how we might incorporate student feedback
- vi. Patti Chan does service learning as part of the community dental health class. Every Friday, Patti and her students go out into the community to do community service. Patti will ask students in her Community Dental Health Class if they might be able to present.
- vii. Heather and Paula will investigate if there are staff members who are actively taking classes that might have the chance to contribute to this conversation.

4. Announcements

- a. Carolyn Holcroft met this morning with Gay Kraus and Lisa Delapo to speak about the needs of Foothill College instructors who are part of dual enrollment (teaching college-level classes in a high school). This leads to two challenges:
 - i. College instructors are often unaware of the legal framework that governs high school classes
 - ii. College instructors are used to pedagogical techniques that are often different from the techniques used by high school instructors. For example, many high school instructors use self-guided active learning environments where college instruction is usually not organized like this
 - iii. The Kraus center will be developing a CANVAS site to help support this dual enrollment program so that instructors can help.
 - iv. Carolyn will follow up with the Vice President of Instruction to ask about how many Foothill instructors are actually involved with this program currently.
- b. As part of our Accreditation process this year, we are doing an overhaul of the shared governance process on campus. We could contact the committee members who will be involved with this process to encourage them to include the Professional Development plan in their reflections
 - i. Isaac Escoto and Amy Edwards will be the full time faculty appointees
 - ii. Erin Ortiz, Anthony Cervantes, Denise Perez, Christine Mangiameli will be the classified staff committee members
 - iii. Paul Starer and Lauren Balducci are the administrative reps
 - iv. The Part-time faculty representatives have yet to be chosen
 - v. Jeff and Carolyn will be in contact about this process.
- c. Our campus needs to put specific awareness of the parameters of copyrights and FERPA.
 - i. Carolyn suggests a fact sheet with special highlights from these issues
 - ii. Judy Baker suggests that training on these might be a required part of our training.
- d. We could help train part-time faculty to succeed in getting full-time jobs
 - i. Valerie Fong has previously collaborated on a brown bag session for this – Carolyn will follow up to see if she'd be willing to offer a session in Winter quarter
- e. Because the District's subscription to Lynda.com has lapsed, it is now necessary to [register with the California Professional Learning Network](#) in order to get free access to Lynda.com tutorials.

5. Future agenda items:

- a. PD marketing plan and strategies for coordination of PD events across campus
- b. PD webpage redesign

- c. Spring PD Day
- d. Recruiting new PDC membership
- e. 2018 College Opening Day PD planning
- f. PD Plan