



DRAFT MINUTES

Date: Thursday 11/16/2017

Time: 1:30pm – 2:30pm

Location: Library Conference Room (3533)

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
Rawal, Mona

Holcroft, Carolyn
Stefonik, Ben (via Zoom)

DISCUSSION DETAILS

1. Approve minutes from the last meeting and review today's agenda

2. Updates for Fall PD Day on Friday 11/17/2017

- Carolyn reviewed PD Day Agenda: Carolyn overviewed who from the PD Committee will present each speaker. She also gave updated locations of each workshop. Also, Carolyn will provide lunches in the Equity office and will also have the main sign-up sheet in that office. Carolyn will also e-mail each participant a certificate of attendance within a week.

3. Winter PD Day: Friday January 26, 2018 from 9am – 1pm

- The theme for this day will be Service Learning and Service Leadership
- Carolyn has confirmed that Cynthia Kaufman will lead a workshop on Service Learning with a focus on implementing service learning in pedagogy. This presenter will speak to faculty about how to include service-learning projects in the classroom.
- Kyle Brumbaugh will also be a speaker. Kyle is leading the creation of a new makerspace in the KCI. Kyle agreed to facilitate a workshop during the winter PD Day about how the makerspace could support Service Learning and Service Leadership.
- Karen volunteered to curate a list of staff members who have information about possible community partners for service-learning activities. This list will also be a venue for classified staff to share their knowledge about “service hero.” Karen will also reach out to staff to get additional ideas about service learning.
- Ben Stefonik mentioned an opportunity to engage our campus in a conversation about institutionalizing the service learning opportunities. Our committee understands that the process of building partnerships must be supported by the institution in order for community partnerships to be sustainable.
- Karen has been in contact with Ray Chan via email about a possible PD workshop titled “Be present and not distracted by past events or future consequences.” Karen will forward this email to Carolyn.
- Judy has offered to run an event on Equity and Online education.

4. Winter Writing Challenge

- Carolyn mentions some questions that OEI has about the Winter Writing Challenge. In particular, a representative from OEI has expressed interest in leading a statewide push to implement this workshop statewide. Carolyn will contact the OEI representative (and cc Ben)
- Ben will be on Professional Development Leave during Winter 2018. He will send all resources that he uses to run the Winter Writing Challenge to Carolyn and she will take the lead this year.

5. “What is Professional Development” handout

- Jeff shared an update about the “What is the Professional Development” attachment. He asked PDC members to read the proposed definitions on page 2 of this handout and give suggestions for edits by the next meeting. Assuming that our committee can come to a consensus about a workable definition of professional development, the next step would be to bring this to PaRC to lead a campus wide discussion as part of the updated structure on campus governance.

6. Possible date for last meeting for Fall Quarter: Thursday 12/7/2017 from 1:30pm – 2:30pm

- Judy noted that she is not available to meet on 12/17 due to schedule conflict with Banner 9 orientation training.