

MERRITT COLLEGE
Minutes of the Professional Development Committee Meeting
November 20, 2014

Present: Melinda Downing, Tae-Soon Park, Margie Rubio, Nghiem Thai, Audrey Trotter
Absent: Elmer Bugg, Marilyn Bull, Arnulfo Cedillo, Ahmad Mansur
Guests: Stefanie Harding

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
I. Call to Order	The meeting was called to order at 10:18 a.m.	
II. Approval of Agenda & Minutes	The agenda was reviewed and approved as amended to add PD Clearinghouse Summit report as item VIII.	M/S/P: Downing/Park/unanimous
	The 11/06/14 meeting minutes were reviewed and approved.	M/S/P: Downing/Park/unanimous
III. Budget Update	<p>FY 2014-15 allocation balances:</p> <ul style="list-style-type: none"> • Faculty – \$16,577 • Staff – \$2,907 <p>As classified stipends cannot be processed via e-PAF, but must be paid at overtime hourly rate with a timesheet, the adjusted stipend amounts for Rubio (\$498) and Thai (\$301.80) were approved.</p> <p>The stipend for Chair Trotter (\$1,845.50) requires a BTR & an e-PAF.</p>	<p>M/S/P: Park/Downing/unanimous Rubio will obtain the VPI's signature.</p> <p>If there are sabbaticals in Spring 2015, the chair stipend will be increased.</p>
IV. Funding Requests	<p>Rubio contacted A. Alexander, T. Hackett, D. Hankins, & C. McLean to submit receipts for Part II of the travel form.</p> <p>D. Lawson will pay out of pocket for registration & receive an advance for travel, since his forms will not be processed in time for his conference.</p> <p>C. Foster submitted an application with no signatures.</p>	
V. By-Laws	Trotter presented the revised PDC by-laws to College Council on 11/19/14 for review. Pending (electronic) approval by the Academic Senate, the by-laws will be brought before College Council again in December for final approval.	
VI. 2014-15 Goals	The 2014-15 PDC goals were finalized at the 11/06/14 meeting.	Trotter will submit the goals to College Council for review in December.

VII. Survey	<p>The committee decided to disseminate the survey in both online and paper format to the campus on 12/02/12 with a deadline of the last day of the semester (12/12/12). A drop box for paper survey responses will be set up in the mailroom.</p>	<p>Trotter will forward survey questions to Thai to enter into SurveyMonkey. Incomplete</p>
VIII. PD Clearinghouse Summit	<p>Harding & Thai reported on the CCCCO's development of a system-wide online clearinghouse of professional development resources and expertise. Proposed features include:</p> <ul style="list-style-type: none"> • Archive/repository of professional development materials • Calendar of statewide professional development events • Professional development activity tracking • Social networking 	
IX. Spring 2015 Flex Day Plans	<p>Trotter shared the PDC report that she presented at the President's cabinet meeting on 11/19/14:</p> <ul style="list-style-type: none"> • 2014-15 PDC goals • Prospective professional development activities (e.g., survey, "Walk-a-Mile in My Shoes Week", DE training, etc.) • January 2015 college flex day theme/keynote speaker(s)/schedule <p>She stressed the importance of balancing administrative and professional development activities. The President supports the theme of "Equity: Better Together", while other managers suggested that activities should be more interactive in order to engage participants.</p> <p>Trotter distributed a proposal from the National Equity Project (NEP), noting that the scope and cost may be too much for the PDC to carry out alone. The following alternatives were discussed:</p> <ul style="list-style-type: none"> • Asking the Chancellor to sponsor and subsidize district-wide activities • Collaborating with the student success & student equity initiatives • Negotiating a scaled-down proposal with the NEP that meets the college's needs and that the PDC can afford to sponsor <p>Tentative flex days schedule:</p> <ul style="list-style-type: none"> • Thursday <ul style="list-style-type: none"> ○ Breakfast (8:00-8:45) ○ President's Address (8:45-9:30) ○ Keynote speaker (9:30-11:30) ○ TBD (11:30-12:15) ○ Lunch (12:15-1:15) ○ Concurrent workshops (1:15-4:00) 	<p>Trotter scheduled a meeting with Lisa Lasky of the NEP on Tuesday, 11/25/14, 1:00 p.m., and will e-mail a confirmation with the meeting location. Complete</p> <p>The PDC will invite J. Shanoski to the next meeting to discuss possible SLO assessment activities.</p> <p>Trotter will disseminate the flex day workshop application to the campus. Complete</p>

	<ul style="list-style-type: none"> • Friday <ul style="list-style-type: none"> ○ Continental breakfast (8:00-8:45) ○ Presentation (8:45-10:15) ○ Break (10:15-10:30) ○ Concurrent workshops (10:30-12:00) ○ Lunch (12:00-1:00) ○ Division (1:15-2:30)/department meetings ○ Break (2:30-2:45) ○ Department meetings (2:45-4:00) 	
X. Other Items	The difficulty of finding the professional development webpages, particularly the funding application instructions and forms, on the Merritt website was discussed.	Thai will contact S. May to request that a link be placed in a more prominent location on the website. Complete
XI. Adjournment	The meeting was adjourned at 11:58 a.m.	

M/S/P = motion/second/pass