

MERRITT COLLEGE
Minutes of the Professional Development Committee Meeting
May 12, 2015

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

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
I. Call to Order	The meeting was called to order at 1:47 p.m.	
II. Approval of Agenda & Minutes	The agenda was reviewed and approved. The April 28, 2015, meeting minutes were reviewed and approved.	M/S/P: Downing/Bull/unanimous M/S/P: Downing/Park/unanimous (Bull & Cedillo abstained)
III. General Business	No applications for professional development funding have been submitted since the last meeting. Status of Pending Travel Requests & Requisitions <ul style="list-style-type: none"> • Marilyn Varnado's expense claim is pending in the Business Office. • Travel forms for Waaduda Karim, Eva Ng-Chin, & Nghiem Thai are still pending the Chancellor's approval, but the payment requisitions have been initiated. • Trotter's ePAF for Spring 2015 chair release time is pending the President's approval. • The justifications for Rubio's & Thai's Spring 2015 stipends need to be revised prior to the President's approval. Budget Update <ul style="list-style-type: none"> • Rubio needs to reconcile and finalize the 2014-15 budgets after all pending expenses have been posted. 	
IV. New Business	Evaluation of 2014-15 Goals <ul style="list-style-type: none"> • <i>Solicit input from the campus community for college-wide professional development activities by December 1, 2014.</i> Although the Committee did not have the opportunity to distribute a college-wide survey on professional development, a significant amount of feedback was collected from flex day workshop evaluations in both fall and spring semesters. <ul style="list-style-type: none"> • <i>Identify an online platform (Merritt list serve) for the exchange of information and ideas among administrators, faculty, and staff by</i> 	Trotter will submit an update to College Council on May 13 th .

	<p><i>December for implementation by the January 2015 flex days.</i></p> <p>The Committee discussed possible platforms for a Merritt list serve and solicited technical advice from Alexis Alexander, but did not implement this project.</p> <ul style="list-style-type: none"> • <i>Plan a college-wide August 2015 retreat, to be finalized by May 2015.</i> Development of a college-wide retreat in Fall 2015 is still in progress, with additional planning meetings scheduled for June 9 and 30. The Committee has identified October/November as a more suitable time for the retreat and expects to finalize plans during the fall semester. <p>Flexible Calendar Activity Submission Form</p> <ul style="list-style-type: none"> • Trotter has been instructed by the District to complete the 2015-16 Flexible Calendar Activity Submission Form for Merritt College, although this had been the responsibility of the District Staff Development Officer in the past. • Potential activities will address accreditation, assessment, classroom instruction, departmental and division meetings, student success and equity, faculty evaluations, healthy workplace, learning college, part-time employee orientation, strategic planning, and workplace civility and conflict resolution. • The RP Group's six success factors for student success shall serve as the theme of flex day activities. <p>Fall 2015 Flex Days Proposal</p> <ul style="list-style-type: none"> • Thursday, August 20th <ul style="list-style-type: none"> ○ Chancellor's address ○ College business (accreditation, assessment, budgeting & program review, strategic planning, student equity & success, etc.) • Friday, August 21st <ul style="list-style-type: none"> ○ Keynote speaker ○ Division and departmental meetings ○ BBQ/food trucks for lunch ○ S Building tour <p>A college retreat for October/November is still under consideration.</p>	<p>Trotter will complete and submit the form to the CCC Chancellor's Office by June 1st.</p> <p>The following planning meetings were scheduled:</p> <ul style="list-style-type: none"> • Tuesday, June 9, 1-3 p.m. • Tuesday, June 30, 1-3 p.m. • August meeting TBD
<p>V. Other Items</p>	<p>The first meeting of the fall semester is scheduled for Tuesday, September 8, 2015, 1:30-3:00 p.m., in room L-137.</p>	
<p>VI. Adjournment</p>	<p>The meeting was adjourned at 3:05 p.m.</p>	

M/S/P = motion/second/pass