

MERRITT COLLEGE
Minutes of the Professional Development Committee Meeting
October 23, 2015

Present: Arnulfo Cedillo, Jason Holloway, Tom Renbarger, Margie Rubio, Maria Spencer, Nghiem Thai, Tina Vasconcellos
Absent: Charity Clay
Guests: Frances Moy, Miriam Zamora-Kantor

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
I. Call to Order	The meeting was called to order at 11:09 a.m.	
II. Approval of Agenda & Minutes	The agenda was reviewed and approved as amended to reorder items.	M/S/P: Cedillo/Spencer/unanimous
	The October 09, 2015, meeting minutes were reviewed and approved.	M/S/P: Renbarger/Rubio/unanimous
III. General Business	<p>Budget Update</p> <ul style="list-style-type: none"> • Current balance: \$59,314 <p>Pending Transactions</p> <ul style="list-style-type: none"> • Heather Casale's ePAFs for stipends are being processed at the District • Tim Hackett has been issued a travel advance of \$406.40. • Howard Jordan has been issued a travel advance of \$409.60. • Frances Moy's expense claim is being processed. • Travel requests for Barbara Dimoupolos and Marty Zielke are pending the Chancellor's approval. <p>The following new funding request was reviewed and approved:</p> <ul style="list-style-type: none"> • Monica Ambalal – Society for Ethnomusicology; Austin, TX; 12/03/15-12/06/15; \$700 <p>PD Workshop Proposal Form</p> <ul style="list-style-type: none"> • Thai distributed a draft of the new PD workshop proposal form that will be used to apply for funding for collaborative, special, or non-travel activities, events, projects, and workshops, as well as to propose flex day workshops. A fillable PDF version shall be posted on the website. • Zamora-Kantor questioned the inclusion of the VPI's signature for approvals, but this is consistent with the application for individual funding requests. 	<p>M/S/P: Thai/Holloway/unanimous</p>

	<p>Holloway reported on the following items from the District Staff Development Committee meeting on October 22, 2015:</p> <ul style="list-style-type: none"> • Rescheduling the third flex day to mid-semester in order to provide an additional opportunity for faculty/staff participation • Adopting a common theme across the District for college flex days • Ideas for more interactive PD activities • Sharing Merritt’s PD survey with the other Peralta campuses <p>The Committee discussed potential 2015-2016 goals:</p> <ul style="list-style-type: none"> • Award AY 2016-17 sabbatical(s) to distinguished faculty working to enrich the College • Promote the PDC website as an up-to-date means to communicate professional development information to faculty and staff • Conduct an internal scan of the professional development needs of the Merritt community and use the results to better inform the provision of activities, events, programs, and workshops • Foster professional development in-sourcing by sponsoring and funding two spring 2016 flex day workshops presented by Merritt faculty, staff, or students 	<p>Thai shall forward the goals to Holloway to distribute to members for review.</p>
<p>IV. New Business</p>	<p>The Committee reviewed the newsletter to the campus announcing PD funding and sabbatical applications.</p> <p>Sabbatical Timeline</p> <ul style="list-style-type: none"> • Since a sabbatical was not awarded for AY 2015-16, two semester-long sabbaticals will be available for AY 2016-17. • The PFT contract stipulates that the timeframe for application process should begin in the fall. • Two orientation sessions are scheduled for Thursday, October 29, and Wednesday, November 4. • The following timeline was established: <p>Application Submission Deadline Tuesday, December 8, 2015 Application Review Friday, December 11, 2015 Notification of Candidates Monday, December 14, 2015 Recommendations to President Monday, December 14, 2015</p>	<p>Holloway shall email the newsletter to Merritt-FAS on October 26.</p>

<p>V. Other Items</p>	<p>Frances Moy presented a proposal for a Spring 2016 flex day activity.</p> <ul style="list-style-type: none"> • DSP is collaborating with Larry Lariosa, Merritt’s mental health counselor, to inform the campus about processes and procedures for working with students in crisis. • They would like to give a presentation to addressing this issue and to provide information about the student behavioral procedures manual, as well as DSP and mental health services. • In order to reach as many people as possible, they would like to schedule the presentation at a time when most of the campus is assembled. A suggestion was made to dedicate the Friday morning college flex day session to campus health and safety issues, allowing the mental health presentation to be tied in with other activities (e.g., active shooter training, conflict resolution, etc.). <p>The Committee agreed to convene a second November meeting on the 20th.</p> <p>Holloway proposed the possibility of rescheduling Spring 2016 meeting times to either Monday or Thursday, 9:30-11:30 a.m.</p>	<p>The Committee shall provide Moy with the PD workshop proposal form and the deadline for submission.</p>
<p>VI. Adjournment</p>	<p>The meeting was adjourned at 1:17 p.m.</p>	

M/S/P = motion/second/pass