

MERRITT COLLEGE
Minutes of the Professional Development Committee Meeting
November 20, 2015

Present: Rachel Antrobus, Arnulfo Cedillo, Charity Clay, Jason Holloway, Margie Rubio, Nghiem Thai
Absent: Tom Renbarger, Maria Spencer, Tina Vasconcellos
Guests: Maritez Apigo

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
I. Call to Order	The meeting was called to order at 11:20 a.m.	
II. Approval of Agenda & Minutes	The agenda was reviewed and approved. The November 13, 2015, meeting minutes were reviewed and approved.	M/S/P: Thai/Clay/unanimous M/S/P: Clay/Rubio/unanimous (Antrobus & Cedillo abstained)
III. General Business	<p>Budget Update</p> <ul style="list-style-type: none"> • Current balance = \$57,379.74 <p>Pending Transactions</p> <ul style="list-style-type: none"> • Monica Ambalal's out-of-state travel is pending board approval. • Barbara Dimopoulos' expense claim is pending submission of receipts. • Timothy Hackett's, Howard Jordan's, & Marty Zielke's expense claims are being reconciled. • Daniel Lawson has not submitted outstanding application materials. • Steve Pantell has submitted outstanding application materials, and his travel request has been initiated. <p>Chair Update</p> <ul style="list-style-type: none"> • Sabbatical applications are due on December 8, 2015. 	<p>Rubio will transfer funds for sabbaticals and classified activities and initiate an ePAF for the chair stipend.</p> <p>Holloway will send a reminder to interested faculty about the sabbatical deadline.</p>
IV. New Business	<p>The Committee approved an incentive of \$200 (per workshop) for faculty, staff, and students to facilitate/present PD workshops during AY 2015-16.</p> <p>Spring 2016 Flex Days</p> <ul style="list-style-type: none"> • Theme: "Bridging the Gap Between Faculty, Staff, and Students" • Potential keynote speakers <ul style="list-style-type: none"> ○ Rubio recommended Lasana Hotep. ○ Clay recommended Arash Daneshzadeh. 	<p>M/S/P: Cedillo/Rubio/unanimous</p> <p>Holloway will solicit a vote via email.</p>

	<ul style="list-style-type: none"> • Tentative schedule <ul style="list-style-type: none"> ○ Thursday <ul style="list-style-type: none"> ▪ AM <ul style="list-style-type: none"> • Breakfast • President’s address • Keynote presentation ▪ PM <ul style="list-style-type: none"> • Lunch • Concurrent workshops ○ Friday <ul style="list-style-type: none"> ▪ AM <ul style="list-style-type: none"> • Breakfast • TBD ▪ PM <ul style="list-style-type: none"> • Lunch • Division meetings • Department meetings <p>Maritez Apigo was invited by Holloway to discuss potentially presenting her BYOD (Bring Your Own Device) workshop during flex days.</p> <ul style="list-style-type: none"> • The interactive workshop would introduce faculty to using Formative, Socrative, and other tools on their mobile devices in the classroom. • The Committee approved the workshop cost of \$400. 	
V. Other Items	The next meeting is on Friday, December 11, 11:00 a.m.-1:00 p.m.	
VI. Adjournment	The meeting was adjourned at 1:16 p.m.	M/S/P: Holloway/Rubio/unanimous

M/S/P = motion/second/pass