MERRITT COLLEGE
PROFESSIONAL DEVELOPMENT COMMITTEE MEETING

DATE AND PLACE: Thursday, Sep 3rd, 2020, 9:00 AM via Zoom https://cccconfer.zoom.us/j/4674881612

OBJECTIVES:
- ❧ Reflection on our Aug 21st online Flex Day
- ❧ Ideas for upcoming PD or Flex

AGENDA:

1. Quick check in

2. Approval of Agenda

3. Approval of last meeting minutes. Please review the minutes from Aug.13th meeting.

4. Debrief of Aug 21st online Flex Day

5. Ideas for PD training for Fall and mid semester Flex Oct.20th. Trauma informed institutions trainings Oct. 9th and 16th for

6. Budget available 13K but needs to be allocated in the different accounts.

7. Other items

8. Adjournment, next meeting Sept 17th.

The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes, and values needed to succeed and participate responsibly in a democratic society and a global economy.

Committee Bylaws Extracted from the Participatory Governance Handbook:
1. *Plan, develop, coordinate, review and evaluate all of the professional development activities that take place at the College.*
2. *Responsible for planning Flex Day activities for the scheduled District-wide days as well as local, college-wide, on-going Professional Development activities.*
3. *Establish priorities and procedures and make advisory recommendations in each of the following areas: collaborative/special projects, institutional subscriptions and memberships, individual travel and conferences, tuition reimbursement, and unique staff development needs of counselors and librarians***
4. *Supervise the Sabbatical Leave Process for faculty**: conduct workshops, evaluate and approve applications with recommendations to the College President and the Chancellor*
5. *Oversee the Retraining Leave Process for faculty***
6. *Issue twice yearly report to the College Community and the District Officer of Staff Development: on expenditures, funding priorities, procedures, deadlines, activities, schedules of meetings, attainment of goals, needs assessments, etc.*