



MERRITT COLLEGE PROFESSIONAL DEVELOPMENT COMMITTEE MEETING

DATE AND PLACE: Thursday, March 12th, 2020, 9:00-10:30 AM, S-435

OBJECTIVES:

☞ Planning last details for March 19th Flex Day

AGENDA:

1. Approval of Agenda
2. Minutes. Please review the minutes from Feb.27th meeting
3. Interim VPI Richardson suggestion for updating website information for the PDC committee
4. Budget updates and vote for travel request by Nghiem Thai
5. Reviewing details for March 19th Flex:
 - Set up of ipads and registration who? _____
 - Set up of student lounge, tablecloths, decorations _____
 - Break activity, drawing prizes _____
 - Contact and coordinate lunch and breakfast with Kim's _____
 - Printing programs _____
 - Printing sign-up sheets for workshops _____
 - Wear T-shirts _____
 - Contacting presenters and workshop instructors _____
 - Support and help IT in the afternoon _____
 - Other details
6. Adjournment



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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.*