



Merritt College -Flex Day Oct 22nd 2019

Our theme: Building our own bridge towards success

Morning:

(Student Lounge)

8:30 - 9:00	Breakfast
9:00 - 9:30	Welcome by President Burns
9:30 - 12:00	Planning Summit – Organized by IEC, Accreditation chairs and collaborators. Tom Renbarger, Dan Lawson, Tachetta Henry, Margie Rubio
12:00 - 1 PM	Lunch

Afternoon:

1:00 - 2:00 Student Lounge	Forum: Tools for Student Success <i>The Merritt Hub</i> -JuDon Cherry, <i>College Central</i> -Cheryl Maier, <i>Road Trip Nation</i> - Steve Pantell, <i>Starfish</i> - Minh Dao, <i>Students' Inter-Club council</i> - Aziza Crowder
2:00 - 3:30 In room L-132	Training on Travel Requests - Richard Ferreira, Lilian Pires
2:00 - 3:00 In room S-449	Using mobile devices as a classroom tool - Deborah Brooks
2:00 - 3:00 In room L-131	Curriculum Review Hands-On Training - Nghiem Thai, LaShaune Fitch
3:30 - 5:00 In room L-132	AP/Purchasing Procedures and ONEPeralta - Nick Shere
3:00 - 4:00 In room S-417	A Practical Look at Learning Styles and Student Study Strategies - John Rodriguez
4:00 - 5:00 Student Lounge	Communities of Practice for All - PDC members and collaborators will meet to promote conversations to work together towards forming communities of practice.

Workshops details:

Planning Summit objectives:

Raise awareness of impending issues. Importance of cross-functional input. Engage people to participate. Set-up a timeline for accreditation. Brainstorm about gathering the evidence for all our work (Data gathering and analysis).

Training on Travel Requests -In room L-132 with Richard Ferreira, Lilian Pires

We'll cover specifics in the Part 1 and Part 2 forms, the difference between In-State and Out-of-State travel/Board Approval. Searching and obtaining the required supporting documentation. Completing a simple and complex Travel Form requests (including Employee Advance Request). Common errors and how to make corrections. What to do if there are differences between approved and actual expenses after the trip and many more questions and issues.

Using mobile devices as a classroom tool -In room S-449 With Deborah Brooks. We have invited Deborah from Laney College, where she had taught this workshop in past Flex Days with excellent reviews. She provides the participants with lots of innovative technological tools and apps for Faculty to engage students in the classroom.

