

MERRITT COLLEGE
Minutes of the Professional Development Committee Meeting
December 4, 2014

Present: Marilyn Bull, Melinda Downing, Tae-Soon Park, Margie Rubio, Nghiem Thai, Audrey Trotter
Absent: Elmer Bugg, Arnulfo Cedillo, Ahmad Mansur
Guests: Stefanie Harding, Molly Sealund, Jennifer Shanoski

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
I. Call to Order	The meeting was called to order at 10:20 a.m.	
II. Approval of Agenda & Minutes	The agenda was reviewed and approved as amended to add E3 under item III. The 11/20/14 meeting minutes were reviewed and approved.	M/S/P: Park/Downing/unanimous M/S/P: Downing/Rubio/unanimous
III. New Business	<p>Trotter presented an abridged proposal from the National Equity Project (NEP) for the January 15th flex day keynote presentation at a cost of \$6,000. The proposal was reviewed and approved, once the organization's background and reputation were vetted. Trotter announced that A. Elliott had offered to pay (at least a portion) of the cost with Basic Skills Initiative funds.</p> <p>Since Dr. Arauz from E3: Education, Excellence & Equity had not responded to Trotter's inquiry, Downing suggested revisiting that option for the Fall 2015 semester.</p> <p>Proposed flex days schedule:</p> <ul style="list-style-type: none"> • Thursday, 01/15/14 <ul style="list-style-type: none"> ○ 8:00-8:45 Breakfast ○ 8:45-9:30 President's Address ○ 9:30-12:00 Keynote Presentation (NEP) ○ 12:00-1:00 Lunch ○ 1:15-2:45 Concurrent Workshops ○ 3:00-4:30 Concurrent Workshops ○ 4:30-6:00 College Social/Happy Hour • Friday, 01/16/14 <ul style="list-style-type: none"> ○ 8:00-8:45 Breakfast ○ 8:45-10:15 Keynote Presentation (E3, Kevin Powell, College Administration Follow-Up???) ○ 10:15-10:30 Break ○ 10:30-12:00 Combined Division Meeting (SLOAC) ○ 12:00-1:00 Lunch 	<p>M/S/P: Downing/Rubio/unanimous Trotter will schedule a follow-up meeting with Lisa Lasky/NEP to discuss the details of the flex day presentation.</p> <p>Trotter will ask Cedillo to follow-up with E3, as he is acquainted with Dr. Arauz.</p>

	<ul style="list-style-type: none"> ○ 1:15-2:15 Division Meetings ○ 2:15-2:30 Break ○ 2:30-4:00 Department Meetings <p>Proposed workshops:</p> <ul style="list-style-type: none"> ● BI Tool Training ● Facilities Master Planning (Sealund) ● Faculty Orientation (Park) ● “I Did It Wrong to Learn How to Do It Right” Roundtable (Downing) ● Suggestion Box Q&A Forum <p>A multiple-prize raffle will be conducted to encourage participation. Everyone will be given attendance cards to be stamped for each activity attended. The number of stamps will determine eligibility for different prize drawings.</p> <p>The following items were not addressed due to time limitations:</p> <ul style="list-style-type: none"> ● Meals ● Room scheduling (including AV requirements) ● Professional development survey ● Flex day evaluation forms ● Flex day communication & promotion ● PDC members’ flex day responsibilities 	<p>Bull & Harding will create the attendance card.</p> <p>Trotter will schedule a special meeting before the end of the semester to finalize flex day plans.</p>
<p>IV. General Business</p>	<p>The following funding request was reviewed and approved:</p> <ul style="list-style-type: none"> ● Chriss Foster (faculty) – <i>Carnegie Foundation Summit on Improvement in Education</i> <p>All professional development expenditures incurred thus far this fiscal year will be charged to the 2013-14 carryover budget first, before tapping the 2014-15 budget.</p>	<p>M/S/P: Park/Thai/3 abstentions (Bull, Downing, Thai)</p>
<p>V. Spring 2015 Meeting Schedule</p>	<p>Postponed until next meeting.</p>	
<p>VI. Other Items</p>	<p>None to report.</p>	
<p>VII. Adjournment</p>	<p>The meeting was adjourned at 12:13 p.m.</p>	

M/S/P = motion/second/pass